

Ref. No. 88199/65/J4

Dated : 18-1-1968.

**Circular No. 1/68.**

**Sub:—Periodicals—Annual—Road mileage and expenditure Statistics in revised Form No. 2—Fixing of dates of submission—By the District Forest Officers and Conservators of Forests—Regarding.**

The annual Road mileage statistics are being called for from the sub offices for each year to furnish them to the Chief Engineer (Roads & Buildings) as and when he wants such particulars. It is observed that it has become a regular annual feature and considerable delay is being caused to obtain the details from the sub offices whenever the Chief Engineer asks for such particulars. Therefore it is considered necessary to obtain the details from the District Forest Officers annually as a periodical and send them to the Conservator of Forests without his reminding for such details. The following dates are fixed for submission of details in "revised form No. 2" annually.

District Forest Officer's to Conservator of Forests.	1st October	} For the period ending 31 st March last.
Conservator of Forests to Chief Conservator of Forests	15 th November	
Chief Conservator of Forests   to Chief Engineer	10th January.	

2) The annual return for 1967-68 (the period ending 31-3-1968) should reach the Chief Conservator of Forests by 15th November 1968 from all the Conservators of Forests. All the District Forest Officers and Conservators of Forests are requested to note that the details furnished in the "revised form No. 2" must invariably with the Administration report figures of each year. A copy of revised form No. 2 is also enclosed for ready reference.

3) The District Forest Officers and Conservators of Forests are requested to include this item as an annual periodical in their periodical registers immediately. The submission of this annual return should on no account be delayed beyond the due date now fixed.

4) All the Officers are requested to acknowledge the receipt of this circular by return of post.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

GOVERNMENT OF INDIA  
MINISTRY OF TRANSPORT (ROADS WING)  
STATISTICAL SECTION,

M. T. (R.O.) 66

FORM No 2.

Statement showing mileage of Extra-Municipal Roads maintained by Forest Department, Irrigation Department, Railways and Military Engineering Services.

(\* Extra-Municipal \* means outside the area of jurisdiction of a Municipality, a City Corporation, an Improvement or Port Trust or like urban body).

(Figures to be rounded off to the nearest KM Fractions of a KM not to be shown).

STATE :

Year ending 31st March.

**Maintained by Forest Department**

**Mileage**

Name of Roads	As on 31st March 197	Change since last report (Plus or minus on Col. 2)	Total as on 31-3-197 (Cols 2 plus 3)
1.	2.	3.	4.
	KM.s	KM.s	KM.s

**1. Black Topped Surfaces :**

- (a) Surface-dressed with tar bitumon or asphalt, hot or in form of cut-backs of omulsions.
- (b) Grouted sheet, asphalt or any base asphaltic concrete or maoadam, tar concrete or macadam, including Carpets, one inch thick or more.

**2. Cement Concrete**

**3. Water-Bound Macadam**

**4. Lower Types :**

- (a) Using artifically adsized granular-material, gravel, moorus etc. on natural soil.

Total (All Types)

Dated : 18-1-1968

**Circular No. 2/68.**

**Sub :- Forest Leases—Arbitration Orders of Collector—Write off of loss—regarding.**

In an instance a question arise whether separate write off orders are necessary when Arbitration Authority under agreement reduces the amount payable by the Contractor to the Department in terms of the Contract.

The Government have clarified in this connection that the amount that is legally liable to be recovered from the Contractor will be the amount as determined by the arbitrator and the question of write off of loss does not arise.

This is brought to the notice of all Officers for information.

Sd/- P. S. RAO.  
Chief Conservator of Forests.

Ref. No. 10419/R2/68.

Dated : 15-2-1968.

**Circular No. 3/68.**

**Sub :- A. P. Forest Act—Section 45—confiscation of vehicles etc., clarification—Issued.**

All the Forest Officers are aware that by Act No. II of 1963 the Andhra Pradesh (Andhra Area) Forest Act 1882 and Andhra Pradesh (Telangana Area) Forest Act 1355 Fasli were amended so as to include a provision in each of these acts as follows :

Timber, Forest produce tool etc., when confiscated. "Where a person is convicted of any Forest offence, the court sentencing him shall order confiscation to the Government of the timber or the forest produce in respect of which such offence was committed and also any tool, boat, cattle and vehicle and any other article used in Committing such offence :

"Provided that it shall be open to such Court not to order confiscation of any tool, boat, cattle, vehicle or any other article used in Committing such offence:- when the value of the timber or the forest produce in respect of which such offence was committed does not exceed fifty rupees.";

Almost all forest officers have taken advantage of the above provision and prosecuted several forest offences in Court of Law getting the vehicles confiscated successfully. But on appeal in several instances confiscation of the vehicles was set-aside on the ground that owner of the vehicle should not be made to suffer for an offence of which he has no knowledge. When appeals are sought to be made to the High Court the Public Prosecutor has not been

recommending appeals citing certain pronouncements of Supreme Court of India in respect of analagous provision of Opium Act (1878) as applicable to Madhya Pradesh. Discussing whether it is mandatory for the court to confiscate or not, by the usage of words "shall" the following important observations were made

"It is well settled that the use of the word "shall" does not always mean that the enactment is obligatory or mandatory it depends upon the context in which the word "shall" occurs and the other circumstances. Three considerations are relevant in constructing S. II (i.e. section under discussion). Firstly, it would be unjust to confiscate the vehicle of a person if he has no knowledge whatsoever that the vehicle was being used for transporting opium. Secondly, it is penal statute and it should, if possible, be constructed in such a way that a person who has not committed or abetted any offence should not be visited with a penalty. Thirdly if the provisions are obligatory. S. II (d) of the Madhya Bharat Act may have to be struck down as imposing unreasonable restrictions under Article 19 of the Constitution.

It will thus be clear that unless the owner of the vehicle is also associated with the commission of the offence, confiscation of the vehicle cannot be insisted as a mandatory act. The officers are aware that similar provision for confiscation of vehicles exists in Sec. 45 of Andhra Pradesh Forest Act, 1967. To take advantage of this provision it will be necessary in the light of the observation made by the Supreme Court to secure suitable evidence against the owners of the vehicles also when vehicles are involved in forest offences failing which confiscation of the vehicles may not follow as a consequence to the conviction under Forest Act. Unless this is born in mind from the stage of enquiry into the forest offence it may be possible to gather the evidence later.

This may be noted and notified to all the staff concerned. The receipt of this circular may be acknowledged.

Sd/- P. S. RAO,  
*Chief Conservator of Forests.*

Ref No. 959/68-A6

Dated: 19-2-1968.

#### **Circular No. 4/68.**

**Sub :—Establishment Forest Department Reserve Watchers appointment as Forest Guards by direct recruitment Certain clarifications—Regarding.**

References are being received from sub offices for clarification whether a Reserve Watcher satisfying the condition laid down under Rule 4 (2) VII of Andhra Pradesh Forest Subordinate Service Rules can be appointed as Forest Guard by direct recruitment irrespective of the fact whether he satisfies conditions laid down in Rule 5 of the Andhra Pradesh Forest Subordinate Service Rules or not

Rule 4 of the Andhra Pradesh Forest Subordinate Service Rules pertains to the qualifications regarding the age and under rule 4 (2) VII, the Reserve Watchers who were appointed

as Reserve Watcher before they had completed (25) years of age and who have put in a continuous service of at least (5) years as Reserve Watchers, have been given age concession of (10) years for appointment as Forest Guard by direct recruitment. Thus under rule 4 (2) VII of the Andhra Pradesh Forest Subordinate Service Rules. Reserve Watchers are given only age concession for appointment as Forest Guards and they are required to fulfill all other conditions laid down under rule 5 of Andhra Pradesh Forest Subordinate Service Rules for direct recruitment as Forest Guards.

However, the question of making necessary provision for the promotion of Reserve Watchers as Forest Guards, after temporary establishment Rules are sanctioned by the Government is under consideration. Until the temporary establishment rules are sanctioned the procedure given in paragraph 2 above may be followed.

The receipt of this circular should be acknowledged in the enclosed proforma.

Sd/- P. S. RAQ,  
Chief Conservator of Forests.

Ref. No. 796294/66-D1.

Dated : 21-2-1968.

### **Circular No. 5/68.**

**Sub :— Forest Leases—Checking of marking and enumeration of trees, Survey and Demarcation of Timber and fuel coupes and scrutiny of the upset price Statement—Prepared for the annual Sales—raised—Instructions—Issued.**

Ref :—Chief Conservator of Forests' Ref. No. 23/63 dt. 2-7-1963.

According to the instructions issued in Chief Conservator of Forests' Circular cited which were issued in supercession of all the instructions issued earlier on the subject in old Hyderabad Chief Conservator's Circular No. 10 of 1352 F. and Chief Conservator of Forests' Circular Nos. 15/62 and 16/62 dated 26-10-1967.

- (i) District Forest Officers must as a rule check marking in coupes and upset price statements and record a certificate.
- (ii) Under no circumstances should any coupe big or small Timber or fuel be sold before the marking of the upset price statements are scrutinised in the field and a certificate is recorded in the lease file.

(2) The whole question has since been reviewed in view of the experience gained so far and it is considered necessary to prescribe clearly percentages of the various items of work to be covered by the Officers at various levels. In modification of the Circular 23/63 dated 2-7-1963 it is accordingly hereby ordered that with immediate effect the Conservator of Forests, District Forest Officers and the other staff should attend to the following minimum percentages of various items of work in each Division annually before sales are held.

Item of work :	Percentage to be covered			
	C. Fs.	D. F. Os.	R. Os.	Dy. R. Os. Forester
1. Survey and demarcation of timber and fuel coupes.	5%	50%	100%	100%
2. Enumeration & Marking of trees either in selection felling series or Departmental Extraction of Timber coupes.	5%	50%	100%	100%
3. Checking of upset price statement of Timber and Fuel coupes.	10%	100%	100%	—

Forest Guards should assist the Dy. Range Officers/Foresters in the Survey and of coupes and in the enumeration of trees where Sub-District Forest Officers are available to demarcation assist the District Forest Officer. The District Forest Officer may entrust the work in part to them also and see the requirements are fulfilled.

3. A statement showing the progress of work done in this direction should be appended to the periodical diaries of the concerned Officers and the Officer next above them receiving the diary will closely watch and review the work done regularly. The Conservators of Forests should append similar statements in respect of the work turned out by them in this regard to their monthly D. O. reports submitted to Chief Conservator of Forests. The statements to be appended should indicate, the total number of lease units under each category in each Division or Range as the case may be, number to be covered as per the percentage prescribed in this Circular number attended to upto the end of the period for which diary is submitted and balance still remaining. Suitable remarks may be added as to when the balance work will be completed. With regard to the items of work checked detailed endorsements should be made in the relevant files also. In case of any defects noticed, the same should be pointed out for rectification, and it shall be the duty of the District Forest Officer to see the defects duly rectified before actual sale.

The receipt of the Circular should be acknowledged.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Rc. No. 26618/67-J4.

Dated : 5-2-1968.

### **Circular No. 6/68.**

**Sub :— Land Acquisition—Private lands for construction of departmental buildings and Roads—obtaining prior permission—Instructions Issued.**

It is observed in certain cases that the Dist. Forest Officers are initiating land acquisition proposals required for construction of Departmental buildings or Roads without obtaining

the prior approval of the Chief Conservator of Forests and without providing the required funds in the Budget-estimates. Such instances are coming to the notice of the Chief Conservator of Forests only when the Collector concerned submits Draft Notification U/s. 4 of the land acquisition Act I of 1894 to Government making a copy to the Chief Conservator of Forests or in some cases when the Govt. marks copy of notification to the Chief Conservator of Forests and calls for Chief Conservators' remarks before approval the procedure adopted by some of the District Forest Officers as aforesaid is not only irregular but is also liable to create complication as the Chief Conservator of Forests has not examine the necessary for such acquisition bearing in mind the possibility of undertaking construction work and also find necessary funds for the acquisition as well as future construction. Prior approval of the Chief Conservator of Forests is a must for initiating land acquisition proposals.

In the circumstances all the Conservators of Forests and District Forest Officers are hereby requested to obtain the prior approval of the Chief Conservator of Forest whenever they want to acquire or initiate land acquisition proposals by furnishing the information as detailed below :

1. Particulars of S. Nos. village etc. proposed for acquisition.
2. Area proposed to be acquired.
3. Ownership.
4. Approximate market value.
5. Purpose for which acquisition is proposed.
6. Whether no other Government land is available nearby.
7. Whether owner is willing to part with the land.
8. Whether funds are available. If so the year of provision. Major and Minor head of Account in which provision is made.
9. A rough location sketch showing all details.
10. Remarks.

3. These instructions will come into force with effect from 1-4-68. All the officers are requested to acknowledge the receipt of the circular in the form enclosed.

Sd/— P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 17439/68-M3.

Dated : 5-3-1968.

#### **Circular No. 7/68.**

**Sub : Public Services—Convicted to Criminal Courts—Departmental action penalty to be imposed—Clarification—Regarding.**

A case has come to the notice of this office in which a Forest Guard in Kurnool Circle opened fire at a F. W. with a Government musket supplied to him during altercation. Basing on the complaint given by Forest Watcher to the police authorities, the District Superintendent

of Police, Cuddapah arrested the Forest Guard after investigation. The Divisional Forest Officer, Cuddapah placed the Forest Guard under suspension with immediate effect. A charge sheet was filed before the judicial Second Class Magistrate by the Police authorities. The Forest Guard was convicted and sentenced to pay a fine of Rs. 50/- under section 352 I. P. C., in default R. I. for one month and fine of Rs. 50/- under section 27 of Indian Arms Act, in default to undergo R. I. for one month. In the light of the judgement, the Divisional Forest Officer, Rajampet took action under Rule 19(3) of the C. C. A. Rules and removed the Forest Guard from service. The Forest Guard put an appeal to the Conservator of Forests against the orders issued by the Divisional Forest Officer in view of the fact that the fine amount was remitted by the Forest Guard. The Conservator of Forests, Kurnool Circle sought for clarification whether the convicted employees should necessarily be dismissed or removed from service or action can be taken to inflict any lesser penalty specified in Rule 8, as rule, 19(3) does not specify any particular penalty to be inflicted in such cases.

According to the U. O. Note No 644/GAD/408/SRC/54, dated 27-5-55, of the Government of Ex-Hyderabad State, the normal penalty to be inflicted on employees convicted is dismissal even if the convict is admonished and released without any sentence for fine or imprisonment. As there are no specific instructions from Government on the point applicable to Andhra Region, a clarification was sought for from Government.

The Government in their Memo No. 1932/For. II/67-3, dated 14-6-67 (copy enclosed) inviting attention of the Chief Conservator of Forests, to Government Memo No. 4375/56-8. G. A (Ser. A) dated 31-5-56 (copy enclosed) and requested the Chief Conservator of Forests to decide the appeal. Since the Govt Memo 2nd read above deals with consideration of applications for employment from ex-convicts who are convicted in offences not involving moral turpitude, the Government were again requested to issue a clear clarification. The Government in their Memo 1932 For II/67-4, dated 1-3-67 (copy enclosed) clarified that cases not involving moral turpitude may be decided on individual merits.

The officers are therefore requested to deal the cases not involving moral turpitude in which the Government servants are convicted by Court according to the merits of the individual cases.

The receipt of this Circular may be acknowledged by return post in the following proforma.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Copy of : GOVERNMENT OF ANDHR PRADESH  
Food & Agriculture Department.

Memo No. 1932 For. II/67-3, dated : 14-6-67.

**Sub :— Public Servants—Convicted in Criminal Courts—Departmental action—penalty to be imposed—Clarification.**

Ref : From the C.C.F.Lr. No.68046/64-M3' dt. 27-3-67.

With reference to the letter cited, the attention of the Chief Conservator of Forests is invited, to the instructions issued in the Government Memo No. 4375/56-8, G. A. (Ser-A)



dated 31-5-57 (copy enclosed) according to which the cases of offences not involving moral turpitude may have to be decided on individual merits. The Chief Conservator of Forests is requested to decide the appeal in the light of the above instructions.

Syed Ghulam Rasool,  
Deputy Secretary to Government.

Copy of : Govt. Memo. No. 4375/56-8, dt. 31-5-57 of General Administration (Ser-A) Dept. addressed to all Departments of Secretariat, All Heads of Departments and copied to Secretary, Vimukthajathis Advisory Committee (with covering letter)

**Sub :— Public Services—Appointment of ex-convicts instructions.**

It has been represented to the Government that the cases of appointments of Ex-convicts to posts to which they are eligible to be appointed, should be considered favourably provided their present conduct is certified to be good by the Welfare Officers.

According to General Rule 12(b) (ii) of Part II of the State and Subordinate Services, no person shall be eligible for appointment to any service by direct recruitment unless he satisfied the commission in cases where appointment has to be made in consultation with it or the appointing authorities in other cases that his character and antecedents are such as to qualify him for such Service. The Government therefore consider the persons convicted of offences involving moral turpitude should be deemed to be bad characters under General Rule 12 (b) (ii) and should be ineligible for entry into the Government services. But in the case of persons convicted for other offences (i. e.,) offences not involving moral turpitude like driving a vehicle or possessing arms without renewing the licence when the period of licence has expired, causing disturbance to the neighbour by playing instrument during the dead of the night or failure to submit income tax returns etc., there is no need to impose such a bar for entry into Govt. service and each case may, however, be decided on merits.

The Departments of Secretariat and Heads of Departments are requested to follow the above instructions, whenever they consider applications for employment from ex-convicts.

J. Jayarama Rao,  
Deputy Secretary to Govt.

Copy of : Govt. Memo No. 1932/For. II/67-4, dated 1-8-67, Food & Agriculture Department, Andhra Pradesh, Hyderabad.

**Sub :— Public Services—Convicted to Criminal Courts—Departmental action penalty to be imposed—clarification—Regarding.**

Ref : Govt. Memo No 1932/For. II/67-3, dt. 14-6-67,  
2. From the C. C. F. Lr. No. 68046/64-M3, dt. 23-6-67.

With reference to his letter second cited, the Chief Conservator of Forests is informed that the case in question may be decided in the light of clarification already given to him in the Govt. Memo. first cited i. e., the cases not involving moral turpitude may be decided on individual merits, and that any further clarification is not considered necessary.

Sd/- Syed Ghulam Rasool,  
Deputy Secretary to Government.

**Circular No. 8/68.****Sub :— Metric Scales-Adoption-in preparation of-working Plan Maps and other sketches in Forest Department-Uniform scales suggested.**

Instructions were issued in the past to switch over to metric system but no uniform or standardised scales were prescribed for adoption. To have uniformity throughout the State in the adoption of metric units in the preparation of forest maps and to have the scales in conformity with the scales adopted by the Survey of India who prepares topo sheets and other maps, the matter was examined in detail and the following metric scales are decided for adoption in preparation of forest maps, coupe sketches etc.

**Working Plan Maps and Forest Maps**

Metric Scales suggested		Approximate equivalent to old Scales
1) Stock maps—8 CM=1 KM (1 : 12,500)		4" = 1 Mile
or 4 CM=1 KM (1 : 25,500)		2" = 1 Mile
2) Survey and demarcation of R. F's, coupes, treatment maps etc.	8 CM = 1 KM (1 : 12,500) or 16 CM = 1 KM (1 : 6,250)	4" = 1 Mile 8" = 1 Mile
3) Management maps	2 CM = 1 KM (1 : 50,000)	1" = 1 Mile

2) Besides the above the following scales are prescribed for general use in place of their approximate equivalent British units.

1) 4 CM = 1 KM (1 : 25,000)	...	...	2" = 1 Mile
2) 1 CM = 1 KM (1 : 1,00,000)	...	...	1" = 2 Miles
3) 1 CM = 2 KM (1 : 2,00,000)	...	...	1" = 4 Miles
4) 1 CM = 5 KM (1 : 5,00,000)	...	...	1" = 8 Miles

3) The new scales suggested above will come into force from 1-4-1968. All the Officers are requested to adopt the above scales only in the preparation of maps, sketches, survey, etc. Any map or sketch drawn on any other scale other than the scales suggested above if received, will not be accepted. All the officers are requested to acknowledge the receipt of this Circular in the attached form.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 83246/65/J4.

Dated : 22-5-1968.

### **Circular No. 8 A/68.**

**Sub :— Metric Scales—Adoption in preparation of working plan maps and other sketches in Forest Department—Uniform scales suggested — Circular instructions — Issued—Certain modification proposed—Regarding.**

In partial modification to the instructions issued in Chief Conservator's Circular No. 8/68 communicated through Chief Conservator of Forests Ref. No. 83246/65/J4 Dated 12-3-1968, the Officers of the Forest Department are instructed to adopt the uniform scales suggested therein in respect of cases where survey and independent mapping work is involved. Wherever the available Survey of India maps on F. P. S. System are used for Working Plan Officers are permitted to use the scales adopted in those maps only and resort to conversion tables whenever required.

Sd/—P. S. RAO,

Chief Conservator of Forests.

Ref. No. 47345/65-C1.

Dated : 21-3-1968.

### **Circular No. 9/68.**

**Sub :— Vehicles—Classification of expenditure—Maintenance charges etc.,— booking of expenditure—Regarding.**

In the Telangana Region the expenditure on the maintenance charges of vehicles of the Department was being booked under works and debited to the head "K. Tools and Plant". In the Andhra Region it was booked under Establishment charges and debited to "Contingencies". But in order to apply a uniform procedure for both the regions, this item of expenditure both in Telangana as well as Andhra is now being booked under "Contingencies".

The Accountant General, Andhra Pradesh, Hyderabad has pointed out that the provision for the expenditure on the maintenance charges is made under "Contingencies-other charges" in the Forest Department whereas in the P. W. D. provision is made under the head "Tools and Plant" and a separate maintenance estimate is prepared for each jeep. He has therefore commended the desirability of following the procedure obtaining in the P. W. D. by the Forest Department also.

The Chief Engineer (General) who was consulted, stated that for the expenditure on the maintenance of jeeps which are under the control of Chief Engineer and the Superintending Engineers funds are provided under contingencies and that with regard to jeeps under the control of Executive Engineers the expenditure is charged to "Tools and Plant". The Accountant General who was consulted in the matter suggested that the maintenance charges of jeeps in respect of Chief Conservator of Forests who is the administrative officer and who is not in-charge of execution of works may be debited to "Contingencies" as in the case of Chief Engineer, P. W. D. and in all other cases the maintenance charges of jeeps under the control

of Conservator of Forests, Divisional Forest Officers, Working Plan Officers etc., who are in charge of execution of works may be met from the provision of "Tools and Plant".

It is accordingly proposed to provide funds and book the expenditure from 1968-69 as per the suggestions of the Accountant General. All the officers are therefore requested to book the expenditure on the maintenance and running charges of all the vehicles under their control under the following heads from 1-4-1968 instead of under "Contingencies".

Head of Account.	Expenditure on.
(a) General Direction-C. C. F.	
5. Contingencies-Other Contingencies (Maintenance of vehicles)*	Maintenance and running charges of vehicles under control of C. C. F.
I. Ordinary Areas :	
C. Maintenance, Repairs and Renewals.	
2. Renewals of stores Tools and Plant Expenses (Repairs and replacement etc.)* (Maintenance and running charges of vehicles)* (Pay)*	Purchase and repairs of store articles including launches, boats, tramlines, purchase of tram trucks etc., Expenditure on. Maintenance and running of departmental vehicles. Pay of Establishment employed for running the boats, tramways, etc., other than regular establishment.
(Total 2 Renewals etc. m)*	
II. Scheduled Areas :	
C. Maintenance, Repairs and Renewals.	
Renewals and replacement of stores tools and plant (Repairs and replacement)* (Maintenance and running charges of vehicles)* (Pay)* (Total Renewals)* Dearness Allowance.	Purchase and repairs of store articles including launches etc.  Maintenance and running of departmental vehicles. Pay of establishment employed for running the boats, tramways etc. D. A. -do-
III. Other Schemes :	
K. Tools and Plant.	
(Repairs and Replacement)* (Maintenance and running charges of vehicles)* (Total K).*	Purchase and repairs of store articles. Purchase maintenance and running of departmental vehicles)*

\* The details of heads in the parentheses should not be shown in the accounts to be rendered to the Accountant General in the monthly accounts as they are not approved heads. But only the total for the particular head should be sent to the Accountant General. In all other departmental accounts and progress reports the details of all the heads should be shown separately as indicated, so that the information will be readily available in this office and the sub-offices need not be addressed every time.

The receipt of this circular should be acknowledged in the enclosed form.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 22727/68/C3,

Dated : 23-6-1968.

### Circular No. 10/68.

**Sub:— Forest Department—Reconciliation of departmental figures with those booked in Accountant General's Office under various heads operated upon by the Forest Department—Attending to reconciliation work—Submission of variation statements and certificates to Accountant General on due date—Government Orders—Communicated.**

Ref : Chief Conservator's Ref. No. 48653/C3/65, dt. 16-3-1967.

In supersession of the orders in the reference cited a copy of D.O. Lr. No. 62308/B/Accts/66-5, dt. 6-3-1968 of Dy. Secretary to Government Fin. (Accts) Dept., A.P. Hyderabad to Chief Conservator of Forests together with a copy of Government Circular Memo No. 62308/B (Accounts)/66-4, Fin. (Accts) Dept., dt. 4-3-1968 and the extract of item 29 of the programme communicated to all Conservators of Forests. They are requested to strictly adhere to the instructions issued by Government and to follow the due dates prescribed by Government for attending to reconciliation work in Accountant General's office to furnish variation statements and final reconciliation certificates to Accountant General. In view of the Government Orders all the Conservators of Forests are hereby directed to depute their office Accountants to Accountant General's office on the due dates positively for reconciliation work. When the Accountants come and attend the Accountant General's office, they must invariably give a note to the concerned Asst. Chief Conservator of Forests about the work done, the bottlenecks if any so that this office may take up the matter with the Accountant General, A. P., Hyderabad.

Since the Government have made all Conservators of Forests as Chief Controlling Officers for reconciliation of departmental figures with those of Accountant General's they are requested to send the variation statements through the Accountants and hand them over personally in the concerned section of Accountant General's Office, obtain acknowledgement and issue final reconciliation certificates direct to Accountant General so as to reach him on the due dates fixed by Government and mark copies to the Conservator of Forests for submitting consolidated certificate to Government.

In order to avoid delay in furnishing variation statements to Accountant General, the Conservator of Forests are requested to instruct the concerned sub-officers to furnish a copy of F. A. II to Conservators of Forests along with progress statements of revenue and expenditure to that the Conservators of Forests can verify the particulars furnished in Form F.A. VII with those furnished in Accountant General's summaries of Revenue and Expenditure. After verifying the variations if any, the Conservator of Forests can prepare variation statements when and where if possible, without further corresponding with the concerned D F. Os.

The Conservators of Forests are informed that unless they take up the reconciliation work seriously it may not be possible for them to complete the reconciliation work before 30th or June every year. They are further informed that the Accountant General will not carry out any variations received from Conservators of Forests after 30th June. Any delay on their part will be viewed very seriously and they will be held personally responsible for not completing the reconciliation work in time.

They are requested to follow the above instructions scrupulously from 1968-69 without any complain from the Accountant General.

They are requested to acknowledge the receipt of this Circular letter immediately.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Copy of Govt. Fin. (Accts) Dept., Circular Memo. No. 62308-B/Accts/66-4, dated 4-3-1968.

**Sub :— Reconciliation of Departmental figures with those booked in the office of the Accountant General, - Difficulties experienced by the Heads of the Departments - Instructions - Issued.**

- Ref: 1) D O. Lr. No 46703/Accts/66-3, dt. 20-8-66 of Sri P. L. Sivaram, IAS, Joint Secretary to Govt., Finance Department.
- 2) Finance Deptt D. O.Lr. No. 5462/FSP/67, dt. 27-12-1967 to the Accountant General, A. P., Hyderabad.
- 3) From the Sr. Dy. Accountant General, D. O. Lr. No. TMI/IX/15-64/67-68/3, dated 30-1-1968.

The attention of the Heads of the Departments and the departments of Secretariat is invited to the recommendations of the Public Accounts Committee contained in paras 27-31 for Fourth Report of the Committee on Appropriation Accounts 1962-63 and Audit Report, 1964 of the Govt. of A. P. in which they have observed that reconciliation of departmental figures with Accountant General's figures should be carried out promptly so that cases of misclassification could be avoided. The Public Accounts Committee have recommended that Govt. should prescribe and procedure compelling the departments to comply with the instructions issued by

the Finance Deptt. in the interest of should financial administration. In cases of non-compliance, the officer responsible for the default should be dealt with suitably. (A copy of the paras 27-31 referred to above was already communicated to them with the reference first cited). Some heads of the Deptts. has explained the difficulties being experienced in Accountant General's Office in connection with reconciliation of figures. In order to get over the difficulties, the matter has been referred to the Accountant General for fixing a particular date for each Deptt., if the figures for those Depts. are kept ready by the dates so fixed. The Accountant General has also been requested to nominate one all charge for this work so that the Heads of the Departments could be requested to contact them if there is any difficulty at lower levels and if there is any serious difficulty they may be directed to contact the Accountant General.

The Accountant General in the reference 3rd cited suggested the following procedure. He has drawn up a programme where by that accounts of a particular month are reconciliation for the end of the second succeeding month, e. g. April accounts before the end of June. On the last day of the reconciliation, the departmental staff will be required to hand over to the concerned section of his office, a signed statement of variations, on which action is to be taken by the Accountant General's office. The departmental staff is required to maintain an acknowledgement register to obtain acknowledgement from Accountant General's Office. Due date have also been fixed for communicating intimation of the action taken by Accountant General's Office on the variation statements, and for the receipt of final reconciliation certificates by Accountant General's Office. This programme will be followed from the accounts of December, 1967. In the case of accounts for March, these dates have to be postponed by about ten days. The Accountant General's Office will not be able to make adjustments in the accounts of the previous financial year communicated to him after 30th June, and the Departments have to accept the figures as per his office records. He has requested to bring the above facts to the notice of all the heads of departments. The Accountant General also stated that the reconciliation staff should attend regularly on the dates allotted, after collecting all the information necessary from the subordinate offices. For this purpose, they should be required to sign in an Attendance Register which will be maintained by the concerned Branch Officers in the Accountant General's Office. The Accountant General has further stated that necessary instructions have been issued to his office staff to extend necessary co-operation to the departmental staff coming for reconciliation. In the case of any difficulty, they may approach either the Senior Dy. Accountant General (TAD) or the Assistant Accounts Officer (Report Section) for necessary help.

The Government after careful consideration, agree with the views of the Accountant General and direct that all Departments of Secretariat and the Heads of Departments should reconcile the departmental figures with those booked in the office of the Accountant General on the dates allotted to each Department indicated in the programme enclosed. The Heads of Departments and Departments of Secretariat are requested to comply with the above instructions implicitly, failing which Government will be constrained to take a serious view in the matter.

Sd/- N. RAMESAN,  
Secretary to Government.

**Programme for The Reconciliation of Detail Figures With Those of Accountant General**

S. No.	Sub-A/c.No. Major Heads	Complication Section		Chief Controlling Officer.
		Telengana	Andhra	
1	2	3	4	5
29	S.A.38/70-119-Fro.	For. I,II& III.		Conservator of For- ests, Warngal C. F. Hyderabad C. F. Adilabad C. F. Kothagudem C. F. Kurnool C. F. Guntur C. F. Vishakhapatnam

Date/Dates allotted for reconcilia- tion.	Date before which variation statement should be handed over.	Last date for completion variation statements & making T. Esby A.G. & intimating to control- ling officers.	Due date for the receipt of month- ly Recertificates in A.G.'s Office.	Remarks.
6	7	8	9	10
6 to 8	8	15	20	
9 to 11	11	15	20	
12 to 14	14	20	25	
15 to 17	17	20	25	
18 to 20	20	25	30	
21 to 23	23	25	30	
24 to 26	26	28	30	

Sd/-Manager.



Rc. No. 15361/R2/68.

Dated : 3-4-1968.

**Circular No. 11/68.**

**Sub :— Forest - Quarrying of Minor Minerals in Reserve Forest—  
Reserve land and unreserves under the control of Forest  
Department - Andhra Pradesh Minor Minerals Concession  
Rules, 1966.**

Ref :— Chief Conservator's Circular No. 51/66, dated 5-11-66.

In Chief Conservator's circular cited instructions were issued to all officers in the Distribution list "A" specifying the rules position as to the procedure to be followed in regard to Minor Minerals pending finalisation of integrated set of Rules.

Now Government have issued integrated set of rules in G. O. Ms. No. 1172 Industries (B. I.) Dt. 4-9-67 and a copy of the G. O. has been published in A. P. Gazette Supplement to Part I No. 40 dt. 7-12-67. Subsequently Govt. in their G. O. Ms. No. 22 Industries dt. 9-1-68 have issued an amendment to rule 3 of the Andhra Pradesh Minor Mineral Concession Rules, 1960 which was published in Rules Supplement to Part I of the A. P. Gazette No. 4 dt. 25-1-68.

A copy of the Gazette notification along with the amendment to rule 3 is sent herewith.

An amendment has been proposed to rule 22 (2) of the A. P. Minor Minerals Concession Rules, 1966 and orders of Government awaited.

The receipt of the circular and the Gazette should be acknowledged in the form appended with.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 71451/67/N2.

Dated : 27-4-1968.

**Circular No. 12/68.**

**Sub :— Audit objections—Inspection Reports and audit paras—Action  
to be taken—consolidated instructions—issued.**

Ref :— Chief Conservator's Ref. No. 71451/N2/67 dated 12-1-1968.

The attention of all the officers is invited to the reference cited, wherein consolidated instructions issued by the Government regarding the action to be taken on the Audit objections, Inspection Reports, Audit Report and paragraphs, appearance of officers as Witness before the Public Accounts Committee etc. were communicated. In view of the importance of the subject, a resume of the instructions is given below :-

**Para 2 of the Govt. Memo.**

**Audit objections :—** In this para, Government have instructed that all audit objections received should be entered by the Head of office in a register and submission of replies to Audit watched periodically. Replies to the objections should be sent within 15 days. Heads of Departments and other higher offices should, during their inspections, ensure that the entries are made in the register and they are attended to and replied promptly.

The register referred to by Government was prescribed in G. M. No 38935 A/148/A.O/65-3 Finance (A. O) dated 29-7-1966 communicated in Chief Conservator's Ref. 52783/N2/65 dated 7-8-1965. All the officers are requested to see that this register is maintained and that the objection memoranda or lists of audit objections received from the Accountant General are entered therein and replied to promptly.

The Conservators of Forests are also requested to inspect the registers during their camps with a view to see that entries therein are made and whether the Audit objections are replied to by the Dist. Forest Officers regularly

**Para 3. Inspection Reports:—** This para contains instructions for submission of replies by the Head of the office during the local inspection by the Accountant General's staff. Replies to the memoranda issued by the Audit staff should be furnished only after approval by proper authority. They should be correct and accurate with ref. to the relevant records, so that they cannot be disputed later. The Audit Officer generally discusses the more important irregularities, if any, with the Head of office before finalising the Inspection Report and opportunity should be taken by the Head of office to explain to the Audit officer the full facts of each case in the Inspection Report and furnish all the material available to him. Simultaneously, he must take action to see that the defects pointed out are rectified, without waiting for the Inspection Report. The time limit fixed for submitting first replies to Inspection Reports viz. 4 weeks should be adhered to. The Head of the office should ensure that the replies to the Inspection Reports are factually correct and that proper steps have been taken to avoid recurrence of such defects.

Government references mentioned in this para were already communicated as detailed below :—

S.No.	Govt. Reference.	C.C's Ref. in which it is communicated.
1	G. O. No. 144 dt. 31—3—1965	23960/N2/65 dt. 27-7-1965.
2.	G. M. No. 46878/A.O/65 dt. 6-7-1965.	-do- dt. 7-8-1965.
3	G.M. No. 38935/A/148/A.O./ 65-3 dt. 29-7-1965.	52783/N2/65 dt. 7-8-1965.
4.	Govt. D.O. Lr. No. 66103/367/ A.O/65 dt. 27-11-1965.	23960/N2/65 dt. 14-10-1965.
5.	G.M. No. 56345/A/156/A.O/65-2 dt. 23-12-1965.	Not communicated since not required.
6.	G.M. No. 33062/C/1096/A.O/66-1 dt. 26-5-1965.	-do-

1	2	3
7.	G.O.Ms. No. 39 dt. 28-2-1967	11967/B2/67 dt. 8-3-67.
8.	Circular Memo. 9992/496/67 dt. 16-8-1967.	49418/N2/67 dt. 3-10-1967.

All the officers are requested to note the instructions referred to in this para regarding submission of replies to Audit in respect of Inspection Reports.

**Para 4 Audit Reports :** The various kinds of losses, financial irregularities etc. are brought out in the Audit Reports which are discussed by the public Accounts Committee Meeting. This para contains instructions regarding the replies to be sent to the draft paras proposed by the Audit for inclusion in the Audit Report. It is stated that very often, these draft paras sent to the Government or the Head of the Department are not dealt with properly and the replies are sent without examining all the aspects of the case and in some cases without the specific approval of the Secretary to Government or the Head of the Department concerned. There are also some instances where the facts mentioned in the Audit Report are challenged only when it came up for discussion at the Public Accounts Committee meeting. Government therefore desire that before a reply is furnished, full facts of the case which have a direct or indirect bearing should be collected and furnished with a view to see that the Audit para gives a correct picture of the alleged irregularity or lapse.

All the sub officers are requested to furnish full facts of the cases brought out in the Audit Reports when they are referred to them, so that a correct picture can be given of the cases to Audit.

**Para 5 Rectification of Defects, irregularities, lapses, etc.  
Commented upon in the Audit Reports.**

In this para Government desire that steps should be taken to rectify the defects etc. pointed out in the draft paras, to recover losses, if any from the persons responsible, and to issue instructions for avoidance or repetition of such defects, irregularities, before the matter comes up for discussion in the Public Accounts Committee meeting, after inclusion of the same in the Audit Report. Government want the Heads of Departments to examine the following aspects and take action.

- 1) Whether the irregularity committed was due to the negligence or culpability on the part of any Government Servant (if so, suitable action should be initiated against him).
- 2) Whether there was lack of proper instructions or defects in the organisational set up (if so, steps should be taken to rectify such defects).
- 3) If there was a loss to the Government the responsibility for the same should be fixed and steps taken to recover the loss.
- 4) If the irregularity committed was due to lack of proper supervision or ambiguity in the rules, steps should be taken to enforce adequate supervision or to amend the rules.

All the sub officers are requested to note these instructions and take suitable action immediately, after the defects, irregularities or lapses are brought to their notice.

**Para 6 Appearance of officers as witnesses before the P. A. C.**

This para contains instructions to the officers (generally Heads of Departments and Secretaries to Government) who are attending the Public Accounts Committee Meeting to appear as witnesses to explain the full facts relating to the cases covered by Audit paras.

Although this is intended mainly for Heads of Departments, sub officers are requested to furnish all the original records of the cases, wherever they are required to do so for producing before the Public Accounts Committee.

**Para 7 Prompt action to be taken on the recommendations of the Public Accounts Committee.**

This contains instructions on the action to be taken on the recommendations of the Public Accounts Committee on the Audit Report. This is intended for Heads of Departments and Secretary to Government.

All the sub officers are requested to follow strictly the consolidated instructions issued by Govt. Communicated in Chief Conservator's Ref. cited to the extent they are concerned and also give prompt and personal attention to all matters relating to Audit Reports, Audit objections and Public Accounts Committee.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 63279/62-J4

Dated : 9-5-1968.

**Circular No. 13/68.**

**Sub: —Delegation of powers to the D. F. O's in the stage for the grant of permission for laying Roads lands etc. within forest limits by other Departments of Government Z.P's P. S's, etc.,- regarding.**

Ref : CC's. Circular No. 55/66 dt. 10-12-1966.

Powers were delegated to the District Forest Officers to grant permission to the various departments of Government, Zilla Parishad, Panchayat Samithis etc., to enter into the Forest and form the Roads or canals etc , subject to the conditions laid down therein.

2) The Working Plan Officer, Bhadrachalam/South has suggested to consider the grant of permission to P. W. D., or its contractors and their labourers for temporary occupation of Forest area as camping places to carry out their works. After examining the issue the Chief Conservator of Forests is pleased to delegate powers to the D. F. O's to grant permission to permit labour camps purely on temporary basis when requests are made by the authorities who have obtained permission of the Forest Department, to form a Road, canal etc. in the Forest subject to the following conditions and additional conditions if found necessary.

i) Whenever permission is accorded for labour camps on the request of the Department executing the works or its contractors the Department concerned or the contractor should be made responsible for any illicit fellings around the camps site within a radius of two chains and also for the forest fires if they occur within 2 furlongs of their camps. For the establishment of a camp site no tree growth shall occupation of the camp site shall be only for a specific period.

3) All the District Forest Officers are requested to take action as indicated above. They are also requested to acknowledge the receipt of this circular in the form enclosed.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Rc. No.

Office of the

Dated

To

Proforma for confirming the sales of

Division

1. Date of Auction :
2. Name of lease Unit and the right sold.
3. Range.
4. Authority under which the Unit is sold i. e.  
Working plan para, CC's Ref. or CF's Ref. No.  
& date.
5. Name of the highest bidder with full  
address.
6. Lease period fixed for the unit.
7. Monetary value of Solvency Certificate.
8. Whether S. C. is in order and is sufficient, for  
the auction amount with due regard to  
other contracts that may have been taken by  
the same highest bidder/Contractor.
9. Sale Amount fetched and proposed for confir-  
mation.
10. Fair price or upset price of unit.

11. Last three years sale amount (last three rotations amount in respect of Bamboo coupes).

Year : Auction Amt : Average  
of 3  
years.

- .....  
1.  
2.  
3.

12. Whether the Contractor fulfilled the requirements precedent to confirmation as per conditions of sale.

13. Name of the other Units with auction amounts taken, by the Contractor on the basis of solvency certificate produced by the contractor :

Name of the Unit.	Auction Amount
-------------------	----------------

- .....  
1.  
2.  
3.  
4.  
5.

14. The instalment and dates proposed :

Amounts : But dates.

- .....  
1st Inst.  
2nd ..  
3rd ..  
4th ..

15. Designation of Officer who knocked down the sale.

16. Whether Conservator was present at the time of sale.

17. Remarks of the Officer proposing confirmation with definite opinion for confirmation or otherwise.

Signature and designation  
of the Officer.

Enclosures :

1. Sale Notice.
2. Bid List.
3. E.M.D. List.
4. Solvency Certificate

Ref. No. 5809/68-D1  
Dated : 31—5—1968.

**Circular No. 14/68.**

**Sub :— FOREST LEASES - Confirmation of sales of lease units  
Adoption of proforma while submitting proposals for confir-  
mation of sale of lease units by Forests Officials-Regarding.**

From the proposals received for confirmation of sales of lease, its in Chief Conservators' office, it is observed that particulars are found wanting. Since confirmation of sales of lease of lease Units has to be dealt on a top priority basis scope for indulging in elaborate correspondence needs to be avoided. It is therefore considered necessary to standardise the proposals to be submitted by Forest Officers to their higher authorities for confirmation of sales of lease in its to avoid necessary correspondence and to make available full particulars in the proposal to the competent authority to enable him to take prompt decision.

It is therefore hereby directed that in future while submitting proposals for confirmation of sale of lease units to the Higher Authorities, the proforma enclosed should be filed in and furnished in addition to other sale records invariably. Failure to furnish the proforma will be viewed seriously and persons concerned will be made responsible for any consequential delay in confirmation.

The receipt of this circular should be acknowledged in the form appended.

Sd/- P. S. RAO,  
*Chief Conservator of Forests.*

Ref. No. 44928/68-A2  
Dated : 23—6—1968

**Circular No. 15/68.**

**Sub :— Disciplinary cases - departmental enquiries - Oral enquiry  
conducting of - Regarding.**

1. Before instituting disciplinary proceedings against employees, evidence in support of allegations or other irregularities would be gathered in a preliminary investigation and enquiry and statements of witnesses would be recorded wherever necessary. Such statements and reports etc., relied upon in support of evidence of charges have to be proved again during oral enquiry unless they are admitted by the accused Government servants. It is observed in many cases that whenever any statement or document recorded in a preliminary enquiry is not admitted by the delinquent employee, oral enquiries are conducted and the delinquents are given opportunity to cross-examine the witnesses straight away This is irregular.

2. The attention of all the disciplinary authorities is invited to the provisions of instruction 6 in Appendix VI to Andhra Pradesh Civil Services (C.C.A.) Rules and they are informed that the statements or other documents produced or recorded at the preliminary enquiry should be first read over to the witness and if necessary, explained to him in the language in which it

was given before the delinquent. Then the delinquent should be asked to cross-examine the witness, or statements may be recorded, afresh from the witness at the oral enquiry and then the delinquent should be asked to cross examine the witness.

3. Before recording the depositions of cross-examination the fact of having read over the preliminary enquiry reports or statements to the witness, should be recorded and then the depositions of cross-examination continued. Failure to record this fact entails serious procedural irregularity.

4. If the delinquent fails to attend the enquiry even after giving sufficient chances the Enquiry Officer should probe into the case and examine the case independently to arrive at the truth of the allegation and then only conclude his findings clearly explaining the basis for his conclusion.

5. The receipt of this circular should be acknowledged in the form enclosed.

Sd/- P. S. RAQ,  
Chief Conservator of Forests.

Ref No. 46407/68-A1

Dated : 2-2-1968.

#### **Circular No. 16/68.**

**Sub:— Public Services—Forest Department, Andhra Pradesh Forest Subordinate Services—Reservation of vacancies for Scheduled Castes and Scheduled Tribes—Special provision in the special rules.**

Ref:— G. M. No 3198/ For. II/66-16/F & A. dt. 7-6-68.

Government in G.O. Ms. No. 1644 Education Department dated 11-6-65 have ordered for the reservation of the 14% and 4% respectively for Scheduled Castes and Scheduled Tribes in Public Services. The Andhra Pradesh Tribes Advisory Committee at its meeting held on 20-2-65 vide Resolution No. 59 have stressed for giving a statutory preference to tribals in selection of candidates for the appointment to the posts of Forest Guard, Forester and Forest apprentices.

Proposals were submitted to Government in CC's Ref. No. 7288/66/A1. dt. 5-3-68 for amending the Special Rule of A. P. Forest Subordinate Services. Govt. in their memo. cited have informed that pending issue of the said amendment the rules of Special representation (General Rule 22) be followed for appointment by direct recruitment to the posts of Forest Guards, Foresters, and Forest Apprentices which covered by the Andhra Pradesh Forest Subordinate Service Rules, except in the case of physically handicapped persons.



A Copy of the G. M. cited together with the Copy of CC's ref. No. 7288/66/A1. dt. 5-3-68 are enclosed for necessary action.

The receipt of the circular may be acknowledge in the form appended with.

Sd/- P. S. RAO.  
Chief Conservator of Forests.

GOVERNMENT OF ANDHRA PRADESH  
Food & Agriculture Department.

Memorandum No. 3198/For. II/66-16.  
Dated 7th June 1968.

**Sub :— Public Services — Subordinate Services — Andhra Pradesh Forest Subordinate Service—Reservation of Vacancies for Scheduled Castes and Scheduled Tribes and Physically Handicapped persons.**

- Ref :—
1. G. O. Ms. No. 2034/Food and Agriculture Department dt. 17-9-63.
  2. G. O. Ms. No. 1644/ Education (SW) Dept. dt. 11-6-1965.
  3. From the Chief Conservator of Forests, Ref. No. 7288/66-A1. dated 14-7-1966.
  4. Memorandum No. 2384/66-3, General Administration (Services D.) Dated 8-9-1966.
  5. G. O. Ms. No. 713/General Administration (Services-D) Dt. 11-8-67.
  6. From the Chief Conservator of Forests, Ref. No. 7288/66-A1. dated 5-3-1966.

The attention of the Chief Conservator of Forests is invited to the references cited. He is informed that necessary action to amend the Andhra Pradesh Forest Subordinate Service Rules with reference to General Rule 22 so as to provide for reservation of posts to Scheduled Castes and Scheduled Tribes for appointment to the posts of Forest Guards, Foresters and Forest Apprentices covered by the Andhra Pradesh Forest Subordinate Service Rules is under consideration of the Government and an amendment to the said Rules will be issued shortly. Pending issue of the said amendment, the Govt. have decided that the rules of special representation (General rule 22) be followed for appointment by direct recruitment to the posts of Forests Guards, Foresters and Forest Apprentices which covered by the Andhra Pradesh Forest Subordinate Service Rules, except in the case of physically handicapped persons. The Chief Conservator of Forests is requested to take necessary instructions to all the appointing authorities concerned under his administrative control

Sd/- B. Sivachandra,  
Deputy Secretary to Government.

Copy of letter :—

From Chief Conservator of Forests, Andhra Pradesh, Hyderabad-22. addressed to the Special Secretary to Government, Food & Agriculture, A. P., Hyderabad-with Lr. No. 7288/66/A1. dt. 5-3-1968.

**Sub :— Scheduled Castes and Scheduled Tribes reservations of seats in Educational institutions and in services 14% to Scheduled Castes and 4% to Scheduled Tribes—Respectively amendment to Andhra Pradesh Forest Subordinate Services Rules—Reg.**

Ref :— 1. Govt. Memo. No. 3198/For. II/66-3/D. dt. 10-10-66.

2. Govt. Memo. 3198/For. II/66-7D dt. 12-4-1967.

3. Govt. Memo. No. 3198/For. II/66-10. 30-8-67.

4. Govt. Memo. No. 3198/For. II/66-11 dt. 13-10-67.

Kind attention is invited to Government memo first cited wherein Government while quoting the Govt. memo. 2384/66-3 G. A. (Services-D) D. Dated 8-9-66 have informed the Chief Conservator of Forests that it may serve the purpose if a clause is added as rule 22 of General Rules State apply to the direct recruitment to the posts of Forest Apprentices Foresters and Forest Guards and finally requested the Chief Conservator of Forests to send revised consolidated proposals,

In this connection it is submitted that as instructed by the Government in Government memorandum first cited, the proposals submitted in the office reference No. 7288/66/A1 dt. 14-7-66 may be withdrawn and rule 15 may be added to the Forest Subordinate Service Rules as " Provision of rule 22 of Andhra Pradesh State Subordinate Services Rules shall apply to the direct recruitment to the categories covered by the Forest Subordinate Services Rules.

**Reservation of Vacancies for physically handicapped persons :**

In Government in their memo. No. 3198/For. II/66-10 dt. 30-8-67 and 30-x-67 while quoting the Government memos. No. 2384/66-3, dt. 8-9-67 and 1266/Services B/67-1, dt. 6-7-67 and G. O. Ms. 713, dt. 11-8-67 have requested the Chief Conservator of Forests to send draft amendments to Andhra Pradesh Forest Subordinate Service Rules for applying the rule of Reservation of vacancies for physically handicapped persons. In this connection it is submitted that according to G O. 2384/66-3 dt. 8-9-66 and G. O. Ms. No. 731 (Service-D) GAD dt. 11-8-67, 3% of the posts have to be reserved for physically handicapped persons the public services. The limit of appointments for purpose of this rule shall be one hundred of wherein fourteen shall be reserved for the scheduled castes, Four shall be reserved for the Scheduled tribes, three shall be reserved for the physically handicapped persons and the remaining seventy nine shall be filled on the basis of merit.

The reservation of the three percent of the posts for physically handicapped persons need not be considered to the direct recruitment posts of Forest Apprentices Foresters and Forest Guards be physically fit, to discharge the duties of posts requiring to walk forests for

about 5 to 10 miles daily, Reservation have to be made only depending upon the nature of duties attached to the posts of without detriment to efficiency in administrations.

**Reservation of vacancies for Backward Class :-**

According to G. O. 1034/ G. A. D. (Service) dt. 1-8-66, 20% of the posts have to be reserved for backward class. In this connection it is submitted that as per G. O. No. 3305/ 66-8 G. A. (Ser-D) Dt. 15-12-66 that no reservation need be made to the backward class as the Divisional Bench of the Andhra Pradesh High Court in their judgement dt. 7-x-66 have inter alia struck down the list of backward class approved in G. O. Ms. No. 1880 Education dt. 29-7-66

In view of the above Government are requested that the proposals submitted in Chief Conservator of Forests ref. No. 7288/66/A1 dt. 14-7-66 may be withdrawn and there 15 may be added to the Forests rules as belows provision of rule 22 exempt the reservation made for the physically handicapped persons of the Andhra Pradesh State Subordinate Service Rules shall apply to the direct recruitment to the categories covered by the Forest Subordinate Service Rules."

Ref. No. 46436/68/M1,

Dated : 23-6-1968.

**Circular No. 17/68.**

**Sub :— Pay Slips—Issue of authorisation by the Accountant General  
Andhra Pradesh, Hyderabad—Issue of telegram by Gazetted  
Officers—Instructions—Issued.**

The Accountant General, Andhra Pradesh, Hyderabad has frequently brought to the notice of the Chief Conservator of Forests that the Gazetted Officers in Forest Department are issuing telegrams to the Accountant General very often for the issue of pay slips. The Accountant General has also requested the Government to issue instruction to the Gazetted Officers not to send telegrams to the Accountant General within 15 days from the date of issue of relevant sanction. The Government in this memo No 2473/72/Accts/68, dated 19-2-1968 of Finance Department communicated in this office Ref. No. 17658/68-M 1, dated 6-3-1968, have issued instructions according to all officers.

But it is observed that the officers in Forest Department are not following these instructions issued by the Government, as is evidenced by the complaints received from Accountant General. As it is very difficult for the Accountant General to issue pay slips within a period of 15 days from the date of sanction, the Gazetted Officers of the Forest Department are requested to strictly follow the instructions of the Government communicated in C.C.'s Ref. No. 17658/68-M 1, dated 6-3-1968 and not be remind the Accountant General within a period of 15 days.

Further it is noticed that the officers are generally reminding the Accountant General through telegrams and thereby wasting public funds. In this connection, it is pointed out that a telegram should generally be issued as a last resort to expedite Government work. As such the issue of telegram to the Accountant General, A. P. Hyderabad, may be discontinued, as far as possible. Instead of telegrams the officers may remind the Accountant General after observing prescribed time limit through reminders or through D. Os if necessary.

It is also observed that the officers are issuing telegrams at State cost. The officers are informed that authorisation of pay or issue of pay slips etc. are personal matters, for which telegrams at State cost should not be issued. The instructions should be followed strictly in future. In case of contravention of any of these instructions, necessary action will be taken to recover the cost of the telegrams from the officers concerned.

The officers are therefore requested to follow the above instructions, as well as the instructions issued by the Government in this G. M. No. 2473/72/Accts/68, scrupulously. They are requested to acknowledge the receipt of this circular on the proforma given below.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 46461/N2/68.

Dated : 1-7-1968.

**Circular No. 18/68.**

**Sub : - Timber Depots—Inspection of Government Timber Depots by the Conservators — Submission of entire inspection notes — to C. C. F. — dispensed with — Report—on General results of inspection—Called for.**

Ref :— 1. Chief Conservator's circular No, 38/65 dated 9-8-1965 issued in Ref. No. 49670/N2/65 dated 9-5-1965.

Attention of the Conservators is invited to Chief Conservator's circular No. 38/65 dated 9-8-1965 wherein they were requested to inspect the Timber Depots periodically and submit their inspection notes to the C. C. F. In partial modification of the orders issued therein, the Conservators of Forests are informed that they need not send a copy of the entire inspection notes of the timber depot to the Chief Conservator of Forests but it would be enough, to report only the general result of inspection. They are therefore, requested to report the date and general result of inspection and any serious irregularities if any noticed at the time of their inspection of timber depots and the steps taken by them to rectify such defects and irregularities.

The Conservator of Forests are requested to acknowledge the receipt of this reference by return of post in the enclosed form.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

**Circular No. 19/68.**

**Sub: - Public Services—Cases relating to Misconduct, Misappropriation and corruption—Clarification issued—instructions.**

In Chief Conservator of Forests Circular No. 18/67 instructions were issued regarding enquiries to be made into the complaints of corruption, misconduct, misdemeanour, lack of integrity etc., received and submission of preliminary enquiry report in Form III.

2) In sub rule (b) of Rule 2 of the Tribunal for Disciplinary Proceedings Rules "misconduct" is defined as follows :—

"Misconduct" shall have the same meaning as criminal misconduct in the discharge of official duties under Section 5 (1) of the Prevention of Corruption Act 1947 (Central Act II of 1947) and shall include wilful contravention of the Andhra Pradesh Civil Service (Conduct) Rules 1964.

3) As per Section 5 (1) of the Prevention of Corruption Act, 1947, a public servant is said to commit the offence of criminal misconduct in the discharge of his duty :

- (a) In he habitually accepts or obtains or agrees to accept or attempts to obtain from any persons for himself or for any other person, any gratification (other than legal remuneration) as a motive or reward such as is mentioned in Section 161 of the Indian Penal Code,
- (b) If he habitually accepts or obtains or agrees to accept or attempts to obtain for himself or for any other persons, any valuable thing without consideration or for a consideration which he knows to be inadequate, from any person whom he knows to have been or to be, or to be likely to be considered in any proceedings or business transacted or about to be transacted by him, or having any connection with the official functions of himself or of any public servants to whom he is subordinate, or from any person whom he knows to be interested in or related to the persons so concerned; or
- (c) If he dishonestly or fraudulently misappropriates or otherwise converts for his own use any property entrusted to him or under his control as a public servant or allows any other person so to do ; or
- (d) If he, by corrupt or illegal means or by otherwise abusing his position as a public servant obtains for himself or for any other person, any valuable thing or pecuniary advantage.

Therefore, misconduct in A. P. Civil Service (DPT) Rules and "Criminal Misconduct" in the Prevention of Corruption Act, mean and include corruption and bribery also and they are not different from bribery or corruption.

3) Certain Government servants of Forest Department have been charge sheeted for embezzlements and misappropriation of Government funds on the following charges :—

- 1) Misappropriation of amounts collected as "C" fees in forest offences and sale proceeds of grazing permits.
- 2) False accounting and embezzlement of Government money in the execution of works; and
- 3) Misappropriation of Government money in works.

In the forest department there are many cases where misappropriation is included as a charge when Government money is shown as spent but the work done on field is either not according to the charged measurements or defective. In some such cases the penalties of recoveries and stoppage of increments were inflicted and cases of misappropriation of this type were not taken as coming under corruption as the intention of fraudulent motive was not proved.

4) Government have clarified that three types of charges mentioned in para 3 will fall within the definition of criminal misconduct as given in section 5 (1) of Prevention of Corruption Act 1947 vide para 2 above, of prima facie case is made out in the preliminary enquiry charges can be framed against the delinquent Officer. Motive or intent need not be proved before framing the corruption charges. It is for the enquiry officer to arrive at the truth regarding motive or intention after conducting a regular enquiry.

5) In view of the above clarification given by Government all cases of the kind referred to in para 3 above have to be dealt as complaints of corruption.

6) In all cases, irrespective of the salary considerations, where complaints of corruption are received by the Department a preliminary enquiry is held and the report of the preliminary enquiry is sent to Vigilance Commission in Form III and further action is taken as per Vigilance Commissions' instructions. It is for the Vigilance Commission to decide further course of action to be taken i. e. whether the matter is to be dropped at the stage. or whether a regular enquiry is to be made etc.. Therefore, in all the cases where a preliminary enquiry at the District/Divisional Forest Officer or Conservator of Forests level have revealed that there is prima facie case of misappropriation of grazing fees, C. Fees or other Government revenue, false accounting and embezzlement or misappropriation of Government money in works etc. competent authorities should not appoint an enquiry officer under C. C. A Rules but a report should be submitted in form III with all records as per circular No. 18/67.

7) All the officers of distribution list A are requested to review all cases under enquiry under C. C. A. rules and if there are any cases of the kind referred to in para 3 above where disciplinary proceedings are already instituted under C. C. A. rules, a self contained report should be submitted together with information in Form III along with the connected records and further instructions awaited as to the future course of action to be taken.

8) At present, there is a tendency on the part of the competent authorities to call every thing a "Misappropriation" "Criminal misconduct" "embezzlement of Government money" "Temporary misappropriation," "Criminal breach of trust" "Breach of trust" etc. A distinction should be drawn between the administrative lapses on the part of the subordinates in discharging the duties entrusted to them and cases of Criminal misconduct as defined in the

prevention of corruption Act and special care should be taken in classifying cases coming under the purview of corruption cases as explained above.

The receipt of the circular should be acknowledged.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 63055/68-A2.

Dated : 3—9—1968.

**Circular No. 20/68.**

**Sub :— A.P.C.S. (C.C.A.) Rules, 1963-Appointment of Enquiry Officers in inflicting major penalties-clasification issued.**

Ref :— 1. CCF's ref No. 42923/68-A2, dated 16-6-1968.

2. G. M. No. 2933/For. II/68-2, F & A, dated 29-7-1968.

Copies of the references cited are enclosed herewith for information and necessary action.

It is clarified that in inflicting major penaltiss the enquiry report of an authority compe- tent to inflict a particular major penalty or that of an Enquiry Officer appointed by such autho- rity are not valid to inflict a different major penalty by a higher authority. Such enquiry reports received by higher authorities will have to be treated as preliminary reports and fresh proceedings have to be instituted under rule 19(2).

The receipt of the circular should be acknowledged on the form enclosed herewith.

Sd/— P. S. RAO,  
Chief Conservator of Forests.

Copy of the Government Memorandum No. 2933/For. II/68-2, dated 29-7-1968, Food and Agriculture, Department, Andhra Pradesh, Hyderabad, addressed to the Chief Conservator of Forests, Andhra Pradesh, Hyderabad.

**Sub :— A. P. C. S. (C C A) Rules, 1963 - Appointment of Enquiry Officers in imposing major penalties - clarification Regarding.**

Ref : Chief Conservator of Forests letter No. 42923/68-A2, dated 16-6-1968.

With reference to the clarification sought for in the letter cited, the Chief Conservator of Forests is informed as follows :

Rule 19 (2) (a) of the C. C. A. Rules contains a specific provision that, where it is proposed to impose on a member of a service any of the penalties specified in Items (iv), (vi), (vii) and (viii) in rule 8 (i. e., reduction to a lower rank in the seniority list or to a lower post,

compulsory retirement, removal or dismissal from service) the authority competent to impose the penalty shall appoint an Enquiry Officer or shall itself hold an enquiry either suo-moto or on a direction from a higher authority. Under para 2 in Appendix VI to the said Rules, it is laid down that the enquiry can be conducted by the competent authority or any higher authority or by any officer duly appointed as Enquiry Officer by the competent authority or any higher authority. The word "shall" used in the above said rule as well as the clear direction in para 2 of the Appendix VI to the rules implies that it is necessary that the competent authority itself appoints an enquiry officer.

The Chief Conservator of Forests cannot, therefore, pass orders of penalty for which he is competent, on the basis of the enquiry report submitted by the Enquiry Officer, who was appointed as such by the Conservator of Forests. The enquiry report received by the Chief Conservator of Forests will have to be treated as a preliminary one and the Chief Conservator of Forests will have to start proceedings afresh, in the light of the rules referred to above.

B. Sivachandra,  
*Deputy Secretary to Government.*

Copy of the letter No. 42923/68-A2, dated 16-6-1968 of the Chief Conservator Hyderabad addressed to the Government, in Food and Agriculture Department, A. P., Hyderabad.

**Sub :— C. C. A. Rules - appointment of Enquiry Officers in imposing major penalties - Clarification - requested.**

According to the proviso to Rule 15 (1) (b) read with Appendix III, the Conservators of Forests are competent to impose the penalty of reduction to a lower post or rank in the seniority list or time scale on Range Officers and Deputy Range Officers. This is a major penalty in item (iv) of rule 8. According to Rule 19 (2) the authority competent to impose any of the (major) penalties specified in items (iv) (vi), (vii) and (viii) of rule 8, may appoint an Enquiry officer when it is proposed to impose the above penalties. As the Conservators of Forests are competent to impose one major penalty of reduction (item iv) and the Chief Conservator of Forests being the authority to impose all other major penalties on Range Officers and Deputy Range Officers, a doubt has arisen, that in a case in which a Conservator of Forests had enquired into or appointed an Enquiry Officer with a view to impose the major penalty of reduction on a Range Officer or Deputy Range Officer, later proposes to inflict a different major penalty beyond his competency, by the Chief Conservator of Forests, whether it is incumbent on the Chief Conservator of Forests to appoint Enquiry Officer afresh or whether the report of the Conservator of Forests or the report of the Enquiry Officer appointed by Conservator of Forests can be accepted and further proceedings continued by Chief Conservator of Forests.

It is requested kindly to clarify the matter.

Yours faithfully,  
Sd/- P. S. RAO,  
*Chief Conservator of Forests.*



**Circular No. 21/68.**

**Sub :— A.P.C.S. (C.C.A.) Rules, 1963-Procedure to be followed in Denovo enquiries-clarification – issued.**

- Ref :— 1. CC's circular No. 14/67, dt. 15-11-1967.  
2. This office Ref. No. 39910/68/A2, dt. 1-6-1968 to Govt.  
3. Govt. Memo No. 2848/For. II/68-2 F & A dt. 12-8-1968.

In the circular first cited instructions were issued to the effect that De-novo enquiries should be initiated afresh from the stage of issue of charges. Subsequently the Government were addressed in the reference second cited for a clarification in the matter. The Government have since clarified in their memo third cited that De-Novo enquiries can be continued from the stage at which a procedural irregularity was committed earlier. Therefore in view of the clarification of the Government and in partial modification of the instructions issued in CC's circular No. 14/67, it is hereby clarified that the Denovo enquiries ordered on noticing procedural irregularities can be resumed and continued from that stage in the disciplinary proceedings at which procedural irregularities have occurred.

Copies of the references second and third cited are enclosed herewith for information and guidance.

The receipt of this circular should be acknowledged in the form enclosed

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Copy of Ref. No. 39910/68/A2, dated 1-6-1968 of the C.C.F.A.P., Hyderabad addressed to the Special Secretary to Government Food Agri. Dept., A.P., Hyderabad.

**Sub :— A.P. Civil Services (C.C.A.) Rules procedure to be followed in Denovo enquiries clarification-requested.**

- Ref :— 1. G.O.Ms.No. 1706/F & A/dt. 21-8-1967.  
2. G.O.Ms.No. 479 F & A (For. II)/dt. 21-3-1968.

It is submitted that in a case relating to Sri P. V. Narayana Rao, Ex. Forest Guard, of Nellore South, the District Forest Officer conducted a De-novo enquiry during which the witnesses refused to attend the enquiry stating that the incident happened a decade ago. So that District Forest Officer had dispensed with an oral enquiry and relied upon the records of the oral enquiry conducted previously and disposed off the case. The Government observed in the G.O. first cited that the evidence taken in the first enquiry cannot be the basis for Denovo enquiry and that when fresh enquiry is ordered, fresh evidence should be taken. Therefore

circular instructions have been issued through Chief Conservator's Circular No. 14/67 dated 15-11-1967 to all the subordinate officers instructing them to start De-Novo enquiry afresh from the stage of the issue of charges (copy enclosed).

But in the G.O. second cited, the Government have ordered Denovo enquiry in the case against Sri K. Krishna Murthy' Ex-Forest Guard from the stage of issue of show cause notice to comply with a formality of supply of enquiry officer's report. In this case if the Denovo enquiry is to start from the stage of issue of show cause notice the evidence taken already in the first enquiry has to be relied upon. This is contradictory to the observation of the Government mentioned in para 1 above.

It is therefore requested that the Government may kindly be pleased to issue a clarification as to whether De-Novo enquiry has to be initiated from the stage of issue of charges afresh by following the provisions of Rule 19 or whether it can be conducted from the stage at which an irregularity was committed.

The favour of early orders is requested.

Yours faithfully,  
Sd/— P. S. RAO,  
Chief Conservator of Forests.

Copy of Govt. Memo. No. 2848/For. II/68-2, dt. 12-8-1968.

**Sub :— A. P. C. S. (C. C. A.) Rules - Procedure to be followed in Denovo enquiries clarification - Regarding.**

Ref :- From the C. C. F. Lr. No. 39910/68/A2, dated 1-6-1968.

The point raised by Chief Conservator of Forests in the letter cited is whether denovo enquiry should be conducted from the stage of issue of charge sheet, or from the stage at which the irregularity occurred, vitiating the proceedings. Broadly speaking, a disciplinary case against an employee consist of .—

1. Issue of charge sheet in the proper form (2) oral enquiry if desired by the delinquent, at which vidence of the witness will be recorded and the person charged will be allowed to cross examine the witnesses (3) issue of show cause notice to the charged officer to show cause against the proposed penalty, after a provisional conclusion is reached the (4) issue of final orders. The final proceedings imposing the penalty stand vitiated, if a procedural irregularities are committed by the concerned officers at any particular stage. The nature of the irregularities vitiating the proceedings in each case differs depending upon the manner and extent to which the charged person is deprived of the benefit of natural justice on the reasonable opportunity contemplated by article 311 (2) of the Constitution if, in any case, such irregularity occurred in the charge sheet itself the proceedings stand vitiated and denovo enquiry has to be conducted by issue of a fresh charge sheet. To quote an example, in this regard, none of the major penalties should be incorporated in the charge sheet itself nor should there be any omission to ask the employee to choose an oral enquiry or a personal hearing.

2. If the irregularity occurs at the stage of enquiry, the denovo proceedings will have to be conducted from the stage of conducting the enquiry. In other words, in such cases, there is no need to issue a fresh charge sheet but the enquiry officer appointed to conduct the de-novo enquiry can proceed from the stage of conducting enquiry. In other words, in such cases there is no need to issue a fresh charge sheet but the enquiry officer appointed to conduct the de-novo enquiry can proceed from the stage of conducting enquiry. To illustrate this point an oral enquiry is vitiated if the statements of the witnesses are recorded behind the back of the officer charged, without allowing him an opportunity to cross examine the witnesses. In such a case the proceedings stand vitiated and they have to be conducted de-novo from the stage of examining the witnesses in the presence of the charged officer, allowing him full opportunities to cross examine them and to led evidence in his support, i. e., to produce defence witnesses.

3. If the proceedings are vitiated at the stage of the show cause notice, there is no need to issue a fresh charge sheet or to conduct fresh oral enquiry but it is enough if the proceedings are started from the stage of issuing a revised show cause notice. For instance, a show cause notice is vitiated in case any of the Major penalties, are to be imposed and if the enquiry report is not enclosed to the show cause notice to enable the officer to defend himself against the proposed penalty in the show cause notice. In such a cases, it is enough if, in the denovo enquiry a fresh show cause notice is issued enclosing a copy of the enquiry report.

4. The C. C. F. is therefore advised that denovo enquiry should be conducted from the stage an irregularity vitiating the proceedings has occurred.

B. Sivachandra,  
Deputy Secretary to Government.

CC's Ref. No. 72830/68-J3.

Dated : 19-10-1968

#### **Circular No. 22/68.**

#### **Sub :— Awards-Forest Settlement Officer-implementation of instructions – issued.**

It has come to light in one case that an award passed by Forest Settlement Officer was neither implemented nor appeared against under appropriate provisions of the Forest Act within the appeal period, but when the party insisted on the implementation of award a detailed case was made out questioning the merits of the award. This anomalous position had arisen because the Divisional Forest Officer did not realise his responsibility regarding the action to be taken when an award is passed by the Forest Settlement Officer. It is therefore considered necessary to issue the following specific instructions to the Divisional Forest Officers and Conservator of Forests particularly in respect of Forest Settlement and award of Forest Settlement Officer.

1. It shall be the duty of the Divisional Forest Officer to attend the enquiry conducted by the Forest Settlement Officer either himself or by deputing a subordinate of or above the rank of a Ranger after fully instructing such deputy as to the view points of the department in any given set of circumstances.

2) The Divisional Forest Officer should not commit himself before Forest Settlement Officer if any contingency so requires adverse to the interest of the Government. If he feels that there is no choice he should obtain adequate time from the Forest Settlement Officer for consultations with the Conservator of Forests and after reporting full facts of the case to the Conservator of Forests, concerned, and obtaining a definite decision from him in writing then only the Divisional Forest Officer should communicate the view point of the department to the Forest Settlement Officer. The Conservators should also exercise discretion by virtue of these instructions carefully and tender their view points with due regard to the interests of the Government without corresponding with the Chief Conservator of Forests. There is however no objection of any reference being made to the Chief Conservator of Forests if a policy is involved in taking a decision.

3. Where an award by the Forest Settlement Officer is adverse to the interest of the Government the Divisional Forest Officer should invariably consult the Conservator of Forests obtain his decision whether to implement or to appeal against the award and thus ensure action within the appeals period prescribed.

4. When separate forest officers are appointed to assist in the enquiry of Forest Settlement Officer representing the departmental view points to that extent the above instructions shall equally apply to them also.

5. Where an award passed by the Forest Settlement Officer is in favour of the department, it should be implemented within six months of the date of passing of the award, unless stay order from the competent authority are issued.

6. These instructions should be followed scrupulously. All the Officers are requested to acknowledge the receipt of the same by return of post, in the enclosed acknowledgement form.

Sd/- P. S. RAO,  
Chief Conservator of Forests

Ref. No. 56724/68-H4.

Dated : 24-10-1968.

### **Circular No. 23/68.**

**Sub:—Field Inspections by C.Fs.—Revised Instructions—Issue of—Regarding.**

Ref:—Circular No. 28/63, dated 9-8-1963.

In supersession of the orders issued in this office Circular No 28/63, dated 9-8-1963 and all subsequent orders in this subject the following consolidated instructions are issued. This will take immediate effect.

According to section 90 of the Forest Department Code, Conservators are expected to make a detailed inspection \_\_\_\_\_ in each division of their circles one in two years.

In the course of these detailed inspections among all other items, the following items should received their special attention.

1. Condition of the Forests.
  2. Protection.
  3. Regeneration works and cultural operations.
  4. Method of working and management in force.
  5. Timber and fuel depots.
2. The following instructions are issued for the guidance of the Conservators.
  3. The field inspection notes should be written under the following headings.
    1. Itinerary.
    2. Previous field inspection notes:—

How far all the instructions issued in the previous inspection notes from 1956 onwards (year, of formation of Andhra Pradesh) have been implemented in the field and with what result.

3. Constitution of the Division :

In this para, taluk-wise distribution of the Reserved Forests should be discussed and also whether the distribution of Ranges, Section and Beats are equitable and whether there is any necessity for further reorganisation of the charges.

4. "Working Plans :

A review on the implementation of the prescriptions of the working Plan under each Working Circle. The review should be in great detail based on the inspection of the Conservators of Forests in the field. The Conservator of Forests should give his considered opinion under each working circle on all the prescriptions of the working plan so that this may be of benefit to the Working Plan Officer, at the time of next revision. Since this aspect is the most important part in the field inspections notes, the Conservators of Forests should pay great attention and care in giving their valuable suggestions and comments.

5. Plantations and Nurseries raised in the period covered by the inspection:

A review of all the plantations and nurseries both under Plan and Non plan raised in the Division during the period covered by the field inspection notes should be given in great detail.

6. Review of all old plantations raised in the division :

A review on all the old plantations raised in the division from time to time.

N. B.:—In respect of items 5 and 6, the Conservators of Forests are requested to check the plantation journals and see whether they are posted upto date with situation map, detailed map treatment map up-to-date expenditure, revenue realised, cultural operations carried out with expenditure incurred, revenue realised etc. This is of vital importance

7. Cultural operations :

- a) Thinnings.
- b) Tendings.

The Conservator of Forests will please quote the para of the prescriptions of the working Plan regarding thinnings, tendings etc. and comment whether the works have been carried out as per the prescriptions of the plan, and whether the execution of works in the field is satisfactory. If not, he should give his suggestions for improvement and also give a practical demonstration in the field of how to also give a practical demonstration in the field of how to carry out thinnings to the Divisional Forest Officer and his staff.

8. Protection :

The Conservator of Forests will please review the state of affairs as regards protection of the forests against men, cattle and fires. He should specifically comment whether the protection in the division is satisfactory or otherwise.

9. Wild Life :

Present position and ways and means to improve Wild Life potential.

10. Condition of forest boundaries :

In this item, the state of affairs as regards maintenance of boundaries of enclosures should also be discussed in detail.

11. All miscellaneous items.

12. Financial position of the division

In this para, the Conservators of Forests should give concrete suggestions for stepping up the revenue without resorting to over-exploitation.

The receipt of this circular may be acknowledged, in the form enclosed.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref No. 25780/68-N4

Dated : 5-11-1968.

**Circular No. 24/1968.**

**Sub :— F. D.—Establishment - Flying Squad Division, Warangal - Irregular drawal of pay and allowances of staff for the month of February 1968 - on 28-2-1968 - by D. F. O. - Instructions—issued - Regarding.**

The Accountant General Andhra Pradesh had brought to the notice of the Government that in contravention of Article 72 (a) of the Andhra Pradesh Financial Code Volume I, the Dist. Forest Officer, flying squad division, Warangal had drawn certain amount towards pay and allowances of the staff for the month of February, 1968, itself and the expenditure was also booked in the Feb. 1958, itself.

The A. G. had therefore requested for Government orders for regularising the irregular drawal and payment of the amounts.

The Government while ratifying the action of the District Forest Officer, Flying Squad Division, Warangal, in having drawn the pay and allowance of his staff for the month of February, 1968. In February 1968, itself as a special case and desired that the Dist. Forest Officer Flying Squad Division may be instructed to avoid such irregularities in future. The Government have also desired to issue strict instructions to all the drawing and disbursing officers of the Department in this regard and that in the case of such irregularity recurs, disciplinary action should be taken against the concerned officers.

All the drawing and disbursing officers of the Forest Department are therefore cautioned to be careful and to avoid the irregular drawal of the amounts of this kind referred to above. They should note that the Chief Conservator of Forests will not hesitate to take disciplinary action against the officer who is found to be responsible to contravene the financial rules.

The receipt of this circular should be acknowledged at once on the enclosed form.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

Ref No. 70464/68/N4.

Dated : 6-11-68.

### **Circular No. 25/68.**

**Sub :— Establishment — Forest Department execution of works—  
Officers of the Forest Department entering into agreements  
with contractors for execution of works—Payment for the  
works—Instructions Issued—Regarding.**

Ref :— Food and Agriculture Department, Memorandum No. 5294/ Forest. I/68-1,  
dated 5-10-1968.

A copy of the Government Memo cited is communicated to all the sub-officers. As has been brought to the notice of the Government by the Accountant General despite the execution of proper agreement bonds by the petty contractors, payments were made without check measuring the works executed on the spot, when actually the works were not executed for. All the Officers are therefore informed that whenever agreements are entered into by the Departments officers with contractors for execution of works, the officers making final payment for the work shall be responsible to compute and check measure the area of work done and also ensure the quality of the work done before making payment. The officers making payment should give a certificate to the effect that the work was completed in full and that the area was computed. The certificate should be appended to the bill.

The Dist. Forest Officer's and other officers should not accept such bills which are not supported by the required certificates as even if they incorporate such vouchers in the cash accounts the Accountant General will not admit such bills in audit as per Government Orders.

As mentioned in para (3) of the Government Memo, instructions should be followed scrupulously a strict view will be taken in case of violation of these instructions and punishment imposed on the delinquent officers.

The receipt of this Circular may be acknowledged in the form enclosed.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

GOVERNMENT OF ANDHRA PRADESH  
Food & Agriculture Department.

Memorandum No. 5294/For. I/68-1.

Dated 5th October, 1968.

**Sub :— Establishment - Forest Department - Execution of works -  
Officers of the Forest Department entering into agreements  
with contractors for execution of works - Payment for the  
works - Instructions - Issued.**

It has been brought to the notice of the Government that in a recent case relating to the Forest Department, it was found that a certain Range Officer entered into agreement with some petty contractors for the planting of 50 acres of land under Eucalyptus and 5 acres under teak and that despite the execution of proper agreement bonds, payments were made to the contractors without check measuring the plantation area. It later transpired on receipt of a petition that in the case of Eucalyptus plantations, instead of 50 acres to be planted, only 35 acres were planted with seedlings but the expenditure was booked for 50 acres. The Range Officer explained his failure to checkmeasure the area by saying that owing to his pre-occupation with the work of eviction of illicit cultivators and collection of grazing fee in certain Block areas, he was unable to checkmeasure the planted area.

2. The Government therefore direct that whenever agreements are entered into by the departmental officers with contractors for execution of works, the officer making final payment for the works shall be responsible to compute and checkmeasure the area of work done and also ensure the quality of the work done before making payment. A certificate to the effect that the work was completed in full and that the area was computed should be appended to the relevant bill.

3. Apart from the Government incurring loss, the practice affords scope for corrupt practices on the part of unscrupulous officials as the contractors stand to gain at the expense of the Government. Government further direct that these instructions should be followed scrupulously and in such cases, even though the allegation of corruption may not be substantiated a strict view should be taken and exemplary punishment imposed on delinquent officials so that it will be a lesson to other officers.

4. The Chief Conservator of Forests is requested to bring the above instructions to the notice of all the officers in the Department.

5. The Accountant General is requested not to admit bills in audit which are not supported by the certificate referred to in para 2 above.

Sd/- B. Sivachandra,  
Deputy Secretary to Govt.



**Circular No. 26/68.**

**Sub :— Schemes—Plantation Schemes — Uniform staffing pattern  
Suggested—Regarding.**

It is seen from the scrutiny of many plantation schemes received from Conservator of Forests, that there is no uniform pattern adopted in respect of requirement of staff. Therefore, the question of fixation of uniform staffing pattern in respect of plantation schemes has been engages the attention of Chief Conservator of Forests. Even the Government are raising objections wherever proposals are submitted for additional staff. The Government are also desirous of fixing a suitable year-stick in such cases. This question has been discussed at length with the Conservator of Forests at the conference held on 4-11-1968 and the following conclusions are arrived.

**I. Raising of plantations.**

**(i) Teak & Eucalyptus Plantations :**

50 acres	...	1 Forester
500 "	...	1 Asst. Conservator of Forests.

**(ii) Bamboo & Casuarina :**

100 acres	...	1 Forester
500 "	...	1 Ranger
2,000 "	...	1 Asst. Conservator of Forests.

**II. Maintenance of plantations :-**

**(i) Teak & Eucalyptus :**

100 acres	...	1 Forester
500 "	...	1 Ranger

**(ii) Bamboo & Casuarina :**

200 acres	...	1 Forester
1,000 "	...	1 Ranger

There will be no special staff for nursery. One U. D Clerk is allowed for each circle dealing with plantation schemes and provision for this post may be made in any one of the schemes.

The Conservator of Forests, are requested to adopt the above staffing pattern in respect of Plan Scheme for the year 1969-70 and in future.

The receipt of this circular should be acknowledged atonce

Sd/- P. S. RAO.  
Chief Conservator of Forests.

**Circular No. 27/68.**

**Sub :— Personal files—Poor maintenance—Remedial measures—instructions—issued.**

Ref :—Govt. Circular Memo No. 814/ARC & S/68-2, dt. 11-6-68.

1. In their Circular Memo (Copy enclosed) Government have observed that inspite of clear and detailed instructions issued in G. O. Ms. No. 1385 GAD dated 31-10-61 for the maintenance, upkeep and scrutiny of confidential reports on Government employees, several Confidential Reports including the latest Confidential Reports were not complete. In the statement enclosed to the Government Memo cited, Government have analysed the procedural instructions on the maintenance of Personal Files in order to avoid several lapses noticed in their maintenance and have suggested certain remedial measures to over-come the lapses.

2. In the light of the remedial measures contained in the Government memo cited the following instructions are issued for strict adherence in the maintenance of Personal Files of all personnel of the Forest Department.

3. *Date of submission of Confidential Reports* :—As per instruction (7) issued in G. O. Ms. No. 1385 GAD dated 31-10-61, the first reporting Officer will forward the report by 15th April (As per C. C. 81420/68/M4 dt. 14-2-69 circular 169) and the intermediate authorities will pass on the report with their remarks within one week of its receipt by them to the next higher authority. With their end in view a statement showing the various reporting Officers in the Department who have to write the confidential reports of the Officers under their and the preliminary action they have to take for prompt submission of the confidential reports is drawn up for the reporting Officers to follow :

Designation of the reporting Officer and the Confidential Reports of Officers which have to be written by him.	To whom the confidential Reports are due and the date on which they are due.	Preliminary action to be taken for prompt submission of the confidential Reports.
(1)	(2)	(3)

**I. Chief Conservator of Forests :**

- |    |   |   |  |
|----|---|---|--|
| i) | Dy. Chief Conservator of Forests, Conservator of Forests, State Silviculturist Forest Utilisation Officer and Asst. Chief Conservator of Forests. | Spl. Secretary to Govt. F & A Dept. by 29th May | 1) C. C. Fs Office to put up skeleton form 'C' duly filling cols. 1, 2, 3, 10, 11, 14 & 18 to C.C.F. by 15th April |
|----|---|---|--|

1	2	3
ii) C. Rs. of D.F.Os., W. P. Os, Spl. duty A. C. Fs. received from the C. Fs.	Spl. Secretary to Govt. F & A. Department by 29th May.	ii) C. C. Fs. Office to remind C. Fs. for the C. Rs. during March and obtain remarks of countersigning officer (Dy. C. C. F.) on the C. Rs. of W. P. Os. before submitting to C. C. F. (Head of Department) for remarks.
<b>2. Deputy Chief Conservator of Forests:</b>		
i) Curator	C. C. F. by 15th April and then to Spl. Secretary to Govt. F & A Dept. on 29th February.	(i) (ii) Zoo office to put up by 2nd April skeleton form 'C' duly filling cols. 1, 2, 3, 10, 11, 14 & 18 for Curator and Garden Superintendent to Dy. C. C. F., who will then submit them to C. C. F. with his remarks.
ii) Garden Superintendent.	C.C.F. by 15th April and then to the Spl. Officer, A.P. Agricultural University by 29th February.	
iii) Accounts Officer	C.C.F. by 7th and then to Spl. Secretary to Government, F & A Dept. by 29th Feb.	(iii) C. C. Fs. office to put up by 2nd April skeleton form 'A' duly filling cols. 1, 2, 3, 10, 11, 14 and 18 to Dy. C.C.F. who will then submit to C. C. F. with his remarks.
<b>3. Curator:</b>		
i) Asst. Veterinarian	Ex. Officio Director Nehru Zoological Park Hyderabad by 15th April	Zoo office to put by 2nd April skeleton form 'B' duly filling the headings and cols. 13, 14, 16 & 17 to Curator, who will then submit them to Ex. Officio Director, NZP. with his remarks.
ii) Asst. Horticulturist.		
iii) Architectural Draughtsman		
iv) Asst. Curator		
v) Vet. Inspector.		
vi) Store Keeper.		
vii) Supervisor.		
viii) Head Animal keepers.		
ix) Zoo Seargent.		
x) Caretaker-cum-Artist.		

1	2	3
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- xi) Animal Keeper.
- xii) Bird keepers.
- xiii) Animal trainer
- xiv) Stenciler.
- xv) Taxidermist.
- xvi) Timekeeper.
- xvii) Blacksmith.
- xviii) Mechanics.
- xix) Fountain Operator.
- xx) Electricians.
- xxi) Compounders.
- xxii) Head Malis.
- xxiii) Fitter-cum-Pumb driver.
- xxiv) Motor Drivers.
- xxv) Carpenters.
- xxvi) Mosons.
- xxvii) Boat drivers.
- xxviii) Booking Clerks.
- xxix) Tractor Drivers.
- xxx) Plumbers.
- xxxi) Painters.
- xxxii) Manager,
- xxxiii) Accountant, U.D.C.,  
L. D. C., Steno-  
Typist, Driver and  
Class IV staff.

Remarks same against time No. 3.

Ex. Officio Director,  
N.Z.P. Hyderabad by  
15th April and then  
to C. C. F. within a  
week of its receipt.

xxxiii) Ex. Officio  
Director, N.Z.P., Hyd.  
by 7th January.

i) Zoo Office to put up to Curator on  
2nd April skeleton form 'B' duly filling  
the headings and cols. 13, 14, 16 and  
17 along with individual note for each  
member of the ministerial staff regard-  
ing their work as per G.O. Ms.No. 23 GAD  
dt. 17-1-67. The Curator will submit  
them to Ex. Officio Director, Zoo, with  
his remarks.

#### 4. Conservator of Forests.

- i) D. F. Os., W.P.Os,  
F.S.D. F. O. and  
Spl. Duty A.C.Fs.

C C. F. on 15th April

C. Fs. Office to put up 'C' form on 2nd  
April duly filling cols. 1, 2, 3, 10, 11, 14  
and 18. C. F. will then submit them to  
C. C. F. with his remarks.

1	2	3
ii) Manager, Accountant, 1st Grade D. Ms. & Tour Clerk.	C. C. F. on 15th April	ii) C. F's office to put up 2nd April skeleton form 'B' duly filling the headings and cols. 13, 14, 16. & 17 along with individual note from the Manager for each member regarding their work as per G. O Ms. No. 23 GAD dt 17-1-67. The C. F. will submit them to C. C. F with his remarks
iii) D.Ms. 2nd Grade, U. D. Cs., L.D Cs., Steno, Typist & Class IV staff.	To be filed in C. F's. office	iii) C. Fs office to put up o 2nd Jan., skeleton form 'B' duly filling the headings and cols. 13, 14, 16 & 17 along with individual note from the Manager for each member regarding the works as per G. O. Ms. No. 23 G A D dt. 17-1-1967.
<b>5 Asst. Chief Conservator of Forests.</b>		
i) Manager, C.C,F's Office.	C. C. F. on 15th April	C. C. F. Office to put up on 2nd April skeleton form 'B' duly filling the headings and col. 13, 14, 16, & 17 to be put up to A. C. C F. (E) by and Jan. The A. C. C. F. (E) will submit them to C. C. F. with his remarks.
ii) Superintendents and Head Draughtsman—C. C. F's office	For perusal by C. C. F.	C. C. F's office to put up on 2nd April skeleton form 'B' duly filling the headings & cols. 13, 14, 16 & 17 to concerned A. C. C.F. by 2nd Jan. The A.C.C.F. concerned, will then send them to A. C. C. F. (E) with his remarks.
iii) D. Ms , U. D. Cs., Stenos, L. D. Cs., Typists, Drivers & Class IV staff.	-do-	-do- -do- along with individual note from concerned Superintendents regarding the work of individual member as per G. O. Ms. No. 23 GAD dated 17-1-67. The A. C. C. F. concerned will then send them to A. C. C. F. (E) with his remarks.
<b>6. State Silviculturist.</b>		
i) Soil Conservation Officer.	C. C. F. on 15th April	S. S. office to put up on 2nd April skeleton form 'C' duly filling cols. 1, 2, 3, 10, 11, 14 and 18.

1	2	3
ii) Range Officers	C. F., Hyd. on 15th April	S. S. Office to put up on 2nd April, skeleton form 'B' duly filling the heading and cols. 13, 14, 16 & 17 on 2nd January.
iii) Head Clerk, Accountant, and U. D. Cs.	-do-	-do- form 'B' along with individual note from Head Clerk regarding the work of individual member as per G. O. Ms. No. 23 GAD dt. 17-1-67.
iv) L. D. Cs., Steno., Typist, Driver & Class IV staff.	To be filed.	-do- -do-
v) Foresters & F. Gs.	-do-	S. S. Office to put up on 2nd April form 'B' duly filling cols. 13, 14, 16 & 17.
vi) Librarian	-do-	-do- -do-
<b>7. Forest Utilisation Officer.</b>		
i) Statistical Investigator.	Director, Bureau of Economics and Statistics, Hyderabad.	F. U. O. Office to put up on 2nd April, form 'B' duly filling headings and cols. 13, 14, 16, & 17.
ii) Photographer	C. F. Hyd.	-do- Form 'B' -do-
iii) Dy. R. Os. & Foresters.	To be filed.	F. U. O. Office to put up on 2nd April from 'B' duly filling headings and cols. 13, 14, 16 and 17.
iv) L. D. Cs., Typist Driver and Class IV staff	" "	-do- form 'B' along with individual note from Head Clerk regarding the work of the member as per G.O.Ms. No. 23 GAD dated 17-1-1967.
<b>8. Divisional Forest Officer (Territorial and Special Divisions) Working Plan Officers and Asst. Conservator of Forests.</b>		
i) D. F. Os. (Territorial & Spl. Dvn., W.P.Os., & A. C. Fs., On Spl. Duty.	District Collector concerned by 15th April.	Form 'C' in duplicate duly filling col. 1, 2, 3, 10, 11, 14 & 18 to be sent to the Collector concerned by the Officer noted in col. 1 under intimation to the concerned C. F. In turn the C. F. to watch and obtain Confidential Reports from Collectors and submit them to C.C.F. with his remarks by 30th April.

1	2	3
ii) Sub. D. F. Os.	C. Fs. concerned by 15th April and to C.C.F. within a week of its receipt by the C.F.	D. F. Os. Office to put up on 30th April skeleton form 'C' duly filling col. 1, 2, 3, 10, 11, 14 and 18.
iii) Range Officers	C. Fs. concerned by 15th April.	-do- form 'B' duly filling the headings and cols. 13, 14, 16 and 17.
iv) Head Clerks, Accountants. U. D. Cs., and D. M. 2nd Grade.	" "	-do- form 'B' -do- along with individual note from Head Clerk regarding the work of each member as per G.O.M. No. 23 GAD dated 17-1-67 to the D. F. O. for his remarks.
v) Superintendent of Dvn. Office.	C. C. F. by 7th Jan.	D. F. O's office to put up on 30th April skeleton form 'B' duly filling the headings and cols 13, 14, 16 & 17. The D. F. O. will submit them to C.F. with his remarks. The C. F. in turn will submit with his remarks to Chief Conservator of Forests.
vi) L. D. C., Typist, Driver & Class IV Staff.	To be filed.	-do- -do- along with individual note from Head Clerk regarding their work as per G. O. Ms. No. 23 GAD dt. 17-1-67 to the D.F.O. for his remarks.

#### 9. Range Officers (Territorial and Special Divisions)

- |                             |                                 |  |
|-----------------------------|---------------------------------|--|
| i) Dy. R. Os. & Foresters   | D. F. Os. concerned by 7th Jan. | Range Officer to put up on 2nd Jan., skeleton form 'B' duly filling headings and cols. 13, 14, 16 and 17 to the R. O. The R. O. with his remarks will submit them to D.F.O. concerned. |
| ii) Range Clerks and Peons. | " "                             | -do- -do- Form 'B'   |

#### 4. Filling up forms : -

It is observed that proper attention is not paid to filling all the columns of the confidential reports resulting in incomplete reports. As such the reporting Officer enumerated in the above statement should ensure that skeleton confidential reports forms of the personnel working under them are not put up to them on the due dates. They should also ensure that all the columns of the confidential report are filled up before the Confidential Reports are submitted to the next higher authority. Such action on the part of the Reporting Officers would ensure a complete and clear report of the officers reported upon. The reporting Officers are personally

responsible to submit the Confidential Reports of all personnel working under them after filling all the items of the confidential reports on the due dates to the next higher authority. If there is any delay in their submission the reporting Officers should promptly report the reasons for such delay to the next higher authority. This should also be noted in the Register maintained to watch the receipt and disposal of confidential Reports.

**5. Register to watch the receipt and disposal of Confidential Reports :—**

In accordance with instruction 9 issued in G. O. Ms. No. 1385 GAD Dated 31-10-61, each reporting Officer should maintain a register to watch the receipt and disposal of Confidential Reports of officers working under them. The Conservator of Forests are requested to submit a certificate (vide Annexure I) to the Chief Conservator of Forests to the effect that the register is being maintained by them. The Conservator of Forests are also requested to obtain similar certificates from Divisional Forest Officers and file them in their Offices. Likewise, the Divisional Forest Officers should also obtain certificates from their Range Officers and file them. The Registers should be checked by the reporting Officers early in January to have a close watch on the receipt and disposal of Confidential Reports. Any delay in the receipt and disposal of Confidential Reports should be noted in the register. These registers should be made available to the inspecting Officer at the time of annual office inspection.

**6. Officers on other Duty :—**

In the case of Officers on deputation the concerned Officers of the Department are requested to ensure that blank forms are sent to the borrowing Department at the same time when the forms for the members in the Department are prepared (i. e., on 2nd April). The receipt of the Confidential Reports of all such officers should be watch through the register-vide para (5) above.

A Certificate (vide Annexure II) for having sent the blank Confidential Report forms to the borrowing Department or otherwise should be sent by all the reporting Officers to the next higher authority to whom confidential Reports are due.

**7. (a) Officers transferred during the course of the year :—**

In the case of transfer of an employee, the confidential Report for the period he worked should be promptly written by the reporting Officer and forwarded or handed over to the Officer to whose charge such officer was transferred. To implement this procedure, whenever transfers of the personnel under the control of reporting Officer are made, the reporting Officer should ensure that blank Confidential Report forms duly filled are put up by the Establishment Section of his office immediately on receipt of C. T. C. from the relieved Officer. To ensure that the above procedure is followed all the reporting officers should submit a certificate (vide Annexure III) to the next higher authority to the effect that the Confidential Report of the officer, who has been transferred has been written and sent to the Officer to whose charge he has been transferred.

**7. (b) Officer is on long leave, etc :—**

If any Officer is on long leave or under suspension, etc., for the year must be filed in Personal Files duly noting on it the period of leave etc. and reasons for not writing the confidential report for the year.



#### 8. Transfers of Reporting Officers :—

In case of reporting Officer. being transferred before April there is no need to write the Confidential Reports of Officers under him. But if the transfer is effected after July the reporting Officer should have a note on each officer under him to enable his successor to transcribe the remarks in the annual Confidential Report. To ensure that the above procedure is followed, the relieved Officer should enclose a certificate (vide Annexure IV) to the C. T. C., that he had written the Confidential reports of all the Officials who worked under him. Whenever, reporting Officers are transferred the Establishment Sections of their offices should be made responsible to put up blank Confidential Report Forms duly filled for all personnel working under them atleast one week in advance to the date of their relief.

#### 9. Communication of Adverse Remarks :—

Adverse remarks if any must be promptly communicated by the competent authority and acknowledgements of the officer reported upon filed in personal files. Representations against adverse remarks also must be promptly attended to.

#### 10. General : —

All proceedings of punishments etc., which are required to be filed in personal files must be promptly filed. Each personal file must have an index in the beginning showing the details of each paper and total number of pages certified on the day of check to avoid loss or tampering at a later date.

The receipt of this Circular should be acknowledged on the proforma given below.

Sd/- P. S. RAO,  
Chief Conservator of Forests.

#### ANNEXURE - I

Certified that a register to watch the receipt and disposal of Confidential Reports as per instruction No. (9) of G. O. Ms. No. 1385 GAD dated 31-10-1961 is maintained in this office.

Dated :—

Signature

Designation.

#### ANNEXURE - II

i) Certified that blank forms in the case of Officers on Other Duty have been sent to the borrowing Department; or

ii) Certified that there is no Officers on other duty in whose case the confidential report has to be get from the borrowing department.

Note :— Strike out whichever is not applicable.

Dated :—

Signature.

Designation.

### ANNEXURE - III

Certified that the Confidential Report of the Officer who has been transferred has been written for the period he worked (from ..... to.....) and sent to the Officer (i. e.....) to whose charge he has been transferred.

Dated :—

Signature

Designation.

### ANNEXURE - IV

(To be enclosed to C. T. C.)

(Certificate to be furnished in case of transfer of a reporting Officer after July).

Certified that the Confidential Reports of all the Officials who worked under me have been written and handed over to my successor/reliever.

Dated :—

Signature

Designation.

Copy of :

GOVERNMENT OF ANDHR PRADESH

General Administration (ARC & S) Department.

Circular Memo. No. 814/ARC & S/68-2, dated 11-6-1968.

**Sub :— Personal Files poor maintenance - Remedial measures - instructions - issued.**

Ref :— G. O. Ms. No. 1385, GAD (Ser. C) dated 31-10-61,

Clear and detailed instructions in regard to the maintenance, up-keep and scrutiny of Confidential Reports on Government employees were already issued in the G. O. cited, as subsequently amended from time to time. It is however observed. that the instructions are not being properly followed by the authorities concerned with the result that the reports in many cases were not complete and several reports including the latest reports were missing and that the poor maintenance has given rise to some difficulty at the time of making selections for higher posts, of the concerned employees. With a view to locate the reasons for their poor maintenance and to evolve suitable measures to over-come them, the procedural instructions in regard to their maintenance has been analysed and a copy of the statement which *inter alia* contains the reasons for its improvement, is enclosed.

All Departments of the Secretariat and all Heads of Departments are requested to take immediate action to implement the remedial measures suggested and intimate compliance to this

Department with details of action taken, by the 15th July 1968. They are requested to ensure that the instructions are strictly followed.

It is also suggested that sufficient emphasis should be paid by the Inspecting Officers on this item during the annual inspections of the Offices of Heads of Departments and departments of the Secretariat prescribed in G. O. Ms. No. 176 G.A. (ARC & S), dated 21-3-1968.

S. Santhanam,  
Deputy Secretary to Government.

### **Analysis of the Procedure Prescribed for Maintenance of Personal Files**

Method of maintenance (1)	Reasons for poor maintenance (2)	Remedial measures suggested (3)
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Confidential reports are prepared and submitted for the period from 1st January to 31st December.

Made out by the immediate superior gazetted Officer of the Officer reported on.

#### **Preliminary**

1. The first reporting Officer will forward the report by the 7th January.

It does not appear that this is being done in all cases invariably for a number of reasons, the Chief among them would appear to be the failure on the part of the Establishment Section to put up the forms before that date to the reporting officer for writing the reports.

This can be remedied if each office opens a periodical for this subject against 2nd of January for putting up the blank forms to the reporting Officers.

The reporting Officers should be made personally responsible for completing the forms and submit them to the next Higher authority.

(1)	(2)	(3)
-----	-----	-----

2. The immediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them.

Here also some delay seems to be taking place as they have no fixed programme for this work.

These authorities should be made personally responsible to see that on receipt, the reports are sent to the next higher authority with their remarks. For any delay say beyond one week they should offer their explanation for the delay.

3. These reports should reach the Heads of Departments not later the 15th February and to the Secretariat not later than the end of February.

It does not appear that the receipt of these reports is being watched by the Secretariat and Heads of Departments.

The Secretariat Departments and the Heads of Departments should open a periodical to watch the their prompt receipt. Advance reminder may also be issued to all concerned subordinates by 15th January.

It is also desirable that a calendar of dates for submission of reports through different levels is drawn up by the Heads of Departments and communicated to the subordinate Officers with instructions to open periodical returns on the subject.

#### Officers on O. D.

4. Their confidential reports after completion should be forwarded at the beginning of every year by the borrowing department to the Head of the parent department concerned.

In practice it is found that the confidential reports on officers on O. D. rarely come to the parent department for one among other reasons that the borrowing department are not fully aware that they have to send these reports to the lending department,

It should be ensured by the parent department that they send the blank forms to the borrowing department at the same time when the forms for the members in the department are prepared and put up to officers, for preparing and furnishing copies of the reports to the parent Department.

#### Officers transferred during the course of the year.

5. If the officer reported on is transferred during the year, the reports should be prepared by the officer under whom he has served for the first part of the year and furnished to the

This is also rarely done. The reports are written only after they are asked for and that too after lapse of years.

The Establishment Section should take particular care of such cases. They should sort out the names of such officers and prepare blank confidential report forms and put them up to the reporting officer along with

officer to whose charge he was transferred.

6. If the reporting Officer is transferred before April in a year, he need not leave any report on the Officers under him.

7. If the Reporting Officer is transferred after April, he should leave a report on each of the officers under him or a note to that effect to enable his successor to transcribe those remarks into the annual confidential report.

There is some confusion in the mind of some Reporting Officers in the matter as they seem to think that they need not write the reports on the ground that the period is short or short of one year.

other forms and after his remarks are written forward them to the officer to whose charge such officers were transferred.

It is enough if the establishment section notes this fact for necessary action.

It is better if these instructions are specifically brought to notice of all concerned and the establishment section also ensures that the reports on the officers, working under such officers are obtained before they handover charge. The relieved officer may also be asked to enclose a certificate to the C. T. C. that he had written the confidential reports of all the officials who worked under him.

#### General :

8. A Register in the prescribed form will be maintained by all Heads of Depts. and Secretaries to Govt. to watch timely receipt of confidential reports.

It does not appear that this Register is properly maintained in these offices. Non-maintenance of this Register is giving wider scope for lapses on the part of the subordinate authority.

It is better if a certificate is obtained from all the heads of Depts. by the Administrative Dept. of Secretariat to the effect that these registers have been opened and that they are being maintained upto-date. Inspecting Officers should also check these registers and a few confidential reports to see that they are up-to-date.

9. In the case of Gazetted Officers the Heads of Depts may be requested to furnish personally an annual certificate in writing to the concerned administrative Dept. that the P. Fs of which he is the custodian are complete inclusive of the report for the last completed year.

It does not appear that these annual certificates are punctually submitted to the administrative Dept.

This must be insisted by the Depts. of the Secretariat who may for the purpose of watching its receipt, open a periodical return with 15th Feb. as due date.

Ref. No. 9951/64-G2

Dated : 29-12-1968.

**Circular No. 28/68.**

**Sub:—Forest Lands—Lease for Kumri—Procedure.**

In one case it has come to the Notice of the Chief Conservator of Forests, in the year, 1964 that certain forest lands were granted by a Conservator of Forests on lease for Kumri cultivation from the year 1957-58 onwards upto 1963-64 without the sanction of the Government as per the procedure in vogue. This action in having granted the Forest land on lease for Kumri cultivation without obtaining the sanction of the competent authority is considered as a serious lapse by the Government when they were approached for ratification.

Hence to avoid such recurrence, all the Officers are requested to see that no such administrative lapses occur in future. In case such administrative lapses are noticed in future a serious view will have to be taken of the matter. As a precaution this is brought to the notice of all Officers.

The receipt of the Circular should be acknowledged.

Sd/— P. S. RAO,  
Chief Conservator of Forests.

Ref. No. 71677/68/A6

Dated : 17-12-68.

**Circular No. 29/68.**

**Sub:—Estt. Forest Deptt. U/s. 7 of Forest Department Code certain clarification—Reg.**

Ref :—CF Vizag No. 10961/68/M2 dt. 13-10-1968.

The Conservator of Forests, Vizag in his ref. cited has requested for clarification whether Tanadar can be transferred as Bungalow watcher, and the Bungalow Watcher as Tanadar. In this connection the following clarification is given.

Though Tanadars and Bungalow Watchers come under temporary Establishment other than work charged, sanctioned under Section 7 of Forest Deptt. code and their pay and retiring age is one and the same. A Tanadar can be appointed as F.G. before completion of 35 years, provided he fulfills all other conditions under rule 4 (2) (VII) of A. P. Forest Subordinate Service Rules vide G. O. Ms. No. 601, Food & Agril. Deptt. dt. 30-3-1967, but there is no such provision for Bungalow Watchers for appointment as F. Gs. under the above rule. It is therefore clarified that a Tanadar cannot be transferred as Bungalow Watcher and vice versa.

Sd/- K. V. S. BABU,  
For Chief Conservator of Forests.